**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

**Louisiana Tech University**

To:          IACUC Members

                Research and Teaching Personnel

                Purchasing Personnel

From:    Xuan Liu, Chair of the IACUC

Date:     10 June 2022

Re:         Animal Purchasing Procedure

The Institutional Animal Care and Use Committee (IACUC) and the Director of the animal care facility should be informed when all vertebrate animals are being purchased for research and teaching.  The Federal regulatory agencies have mandated that this information should be collected and maintained as part of our official records. The IACUC members will discuss the following policy on Oct 7th, 2022.

**The policy/procedure steps for purchasing vertebrate animals for research or teaching are;**

1. Complete the Order Request form (ORF) (see attached ORF)
2. E-mail Order Request Form (ORF) to Arlene Hill in the Office of the Executive Associate Vice President for Research and Partnerships at [ahill@latech.edu](mailto:ahill@latech.edu). Also, Cc (ORF) to your department Director and the chair of the IACUC, Dr. Xuan Liu, [xliu@latech.edu](mailto:xliu@latech.edu).*Please do not submit hard copies.*
3. Please provide a PDF of the Workday transaction to order animals-- either a “**PCard Verification**” or “**Supplier Invoice Request**” to document the purchase.
4. All animal shipments are received in the Animal Laboratory by the Director of the Laboratory Animal Facility.
5. Upon receipt of the animals, the packing slips will also be scanned and uploaded to the Google Drive File Folder.

All requests and documentation of vertebrate purchase transactions will be uploaded to the Google Drive File Folder “Louisiana Tech University Animal Order Log Book”.  The log is maintained by the IACUC representative, Arlene Hill, and the Chair of the IACUC, Dr. Xuan Liu.

If you have any questions, please call (257-5206) or contact me by E-mail (xliu@latech.edu).