

VIII. Procurement of Vertebrate Animals

Faculty using vertebrate animals in research and teaching are responsible for complying with applicable regulations and institute policies governing procurement and use of animals. The Principal Investigator (PI) is responsible to ensure that the animals ordered do not exceed the number approved, that the charges are allocable to the funding source whose PeopleSoft # is specified in the Request for Animal Procurement (RAP), and that the funding source matches the source cited in the Institutional Animal Care and Use Committee (IACUC) approved protocol.

Procurement of vertebrate animals is centralized in Georgia Tech Research Corporation (GTRC). Independent ordering of vertebrate animals by PIs, students, or departmental personnel is prohibited. The procurement of vertebrate animals without an approved protocol is a violation of institute policies.

Faculty should prepare a RAP form and follow the procedures set forth below. The RAP must be signed by the person placing the order. Generally, this person will be the Principal Investigator (PI), Co-PI, Lab Manager, or other official designee.

Once an order has been placed by GTRC, changes with the vendor may not be made by PIs, students, or department personnel. Instead, changes must be handled through GTRC. Cancellations of animal orders must be called to GTRC as soon as possible and must be followed up with a faxed cancellation notice. Incorrectly ordered animals cannot be returned, so great care must be taken in completing the RAP.

A list of approved animal vendors is available from the Office of Research Integrity Assurance (ORIA) and GTRC. Every effort is made to accommodate request relative to sources of animals. If no specific vendor is indicated, selection will be made on the basis of animal quality and vendor reliability. If it is necessary to receive animals from a previously unapproved source, such as from another university, approval of the Attending Veterinarian is required in advance.

Steps for placing animal orders:

- 1) Complete the Animal Housing Space Request form and RAP form.
- 2) Attach the departmental purchase order (if required) and deliver all documents to PRL Manager for signature and submittal to GTRC.
- 3) Once PRL manager approves and submits order to GTRC, GTRC will verify IACUC protocol approval and funding cited on the RAP as specified in the IACUC protocol.

Note: All purchase requests must be received by the PRL manager by 12:00 Noon on Wednesday for delivery the following week.

Important telephone numbers:

Primary Number: 404.894.9035

Back-up Number: 404.894.6958

GTRC Fax: 404.385.2078

Orders will not be taken by phone.