

ANIMAL ORDER REQUEST
DIVISION OF LABORATORY ANIMAL RESOURCES (DLAR)

IMPORTANT

If these animals will be used in chemical or biological hazardous agent studies, the laboratory is responsible for:

- Communicating the start date of the study and conveying appropriate OESO or IBC-approved SOP for the animal work to the Operations Manager of the animal facility where the hazardous agent work will occur.
- Contact information for these DLAR personnel can be found on the DLAR website (<https://myresearchpath.duke.edu/topics/conduct-research-animals>)
- This communication must occur at least five (5) days prior to initiation of the work.
- Initiating the work only after DLAR has confirmed that your notification has been received.
- Placing the proper signs on the animal room door and cages prior to the initiation of the study.
- Removing the signs when the study is complete.

REMINDER: The first animal order on a Department of Defense fund code (31X...) must have prior sponsor approval.

DATE/TIME: _____ REQUESTED BY: _____

REQUESTOR EMAIL ADDRESS: _____
(Must have for email notification of receipt of animals.)

INVESTIGATOR: _____ PHONE #: _____ FAX #: _____

PURCHASE ORDER #: _____ DUIACUC PROTOCOL #: _____

FUND CODE FOR PURCHASE ORDER #: _____

FUND CODE FOR PER DIEM CHARGES: _____

Species: _____ Strain: _____ Age: _____

Quantity: _____ Sex: _____ Weight: _____

SOURCE: _____

DLAR Assigned Facility: _____ Room #: _____

Date Desired: _____ # Per Cage: _____

** Special Instructions/Requests: _____

** Special Dietary Needs: _____

****It is incumbent upon the research staff to label the cages with Special Husbandry Cards for animals needing special accommodations.**

Length of Time Animals are expected to be housed in DLAR: _____

ALL REQUESTS MUST BE MADE IN WRITING; NO REQUESTS WILL BE ACCEPTED BY PHONE.

Deadlines for Ordering:

1. **Rodents** (mice, rats, guinea pigs, hamster, gerbils) - Monday 5 p.m. for shipment the following week.
2. **Dogs, Cats, Sheep** - 2 weeks in advance.
3. **Rabbits** - Monday 5 p.m. - for the next week.
4. **Pigs, Fish, Frogs, & Birds** - Monday 5 p.m. for shipment next week.
5. **Primates** - to be handled through DLAR; availability will determine shipment.
6. **Rodents from Other Institutions** - These animals must be quarantined & tested. Quarantine space is limited. Please plan accordingly.
7. Arrangements need to be made for all other species on each individual order.