

Animal Purchase Request Form

Submit directly to IAS Office, Van Etten, Rm. 460 or by **Fax: (718) 862-1886 / (718) 862-1887***
 *call (718) 839-7133 if problems with FAX

NOTE: Incomplete and incorrect information, e.g. invalid Protocol or Charge Numbers, will delay your order and animals may not arrive by time requested. Although the IAS will make a reasonable effort to contact you, provision of correct information is the responsibility of the requestor (person placing the order).

Date Requested:	Time Requested:	Date Animals Needed by:	
Faculty Principal Investigator (Person who will own and use these animals):			
PI's Animal Use Protocol No. (Protocol under which animals will be used):			
Person / Account Paying for Animal Purchases and Housing (Please fill in ALL information below)			
PURCHASE:	P.I. Name:	Charge/Index #:	Phone:
HOUSING:	P.I. Name:	Charge/Index #:	Phone:
Requestor* Information (Please fill in all information below)			
*NOTE: Only individuals who are listed on the APPROVED ANIMAL USE PROTOCOL (above) may place orders for animals			
Name of Requestor:		Phone:	
E-mail address:		Cell # (in case of an emergency):	

	# of animals?	Animal type (mouse, rat..)	Strain or Stock	Gender	Weight range, age, other specifications	Vendor
1						
2						
3						
4						
5						

Housing Location (Into what location should these animals be unpacked):

Building:	<input type="checkbox"/> Ullmann	<input type="checkbox"/> Chanin	<input type="checkbox"/> Kennedy	<input type="checkbox"/> Price Center
Room #:	Room #:	Room #:	Room #:	Room #:
Room Type:	<input type="checkbox"/> Barrier	<input type="checkbox"/> Conventional "dirty room"	<input type="checkbox"/> Does not matter	

Special Handling on Arrival:

<input type="checkbox"/>	PI staff will unpack into animal room (special feed, water or caging to be provided by PI staff on arrival). Please call: Name: _____ Phone # (call upon arrival): _____
<input type="checkbox"/>	"DO NOT UNPACK" (DNU)* order. Phone # (call upon arrival): _____

***Animals from "DNU" orders must be used terminally on the day of arrival.**

Hazards in Animals? Will any of these animals be exposed to any of the following:

Biological Hazards (infectious agents, tumors, human tissue)	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Chemical Hazards (carcinogens, chemotherapy, toxins)	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Physical Hazards (radioisotopes, radiation, laser)	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Other Hazard (please identify)	<input type="checkbox"/> NO	<input type="checkbox"/> YES

FOR OFFICE USE ONLY (TO BE COMPLETED BY IAS)

Date ordered:	Date expected:	Order status:
Spoke to:		Order #: