Husbandry Service Request

Red asterisks are required fields

1. Enter URL in browser: rap.uc.edu/aops
2. Log in with your 6+2 UC user name and password
3. Select protocol from drop down
4. Contact – input contact personnel
5. Request service date (3 business days’ notice)
6. Select Husbandry Services
7. Select Husbandry Services (e.g. caging, non-standard husbandry, other)

Basic Request Information

Please provide protocol, account, and contact information for this request and specify what types of service(s) you are requesting

1. *Select Protocol:
   LAMS Procedural Training Protocol

2. *Contact:
   Joanne Tetens-Wooding

3. *Requested Service Start Date (requests must be three days after the current date):
   10/18/2017

4. *Service Type:
   - [ ] Veterinary Services
   - [X] Husbandry Services
   - [ ] Transportation Services

   * Husbandry Services:
     - [ ] Caging and Husbandry Supplies
     - [ ] Non-standard Husbandry
     - [ ] Other Service (including weaning support)
Caging and Husbandry Supplies Details

1. Caging and Husbandry Supplies – from drop down box select cage/supply items (e.g. cage components, specific enrichment, hydrogel)
   - Quantity - Indicate quantity of each item
2. Indicate room where supplies are to be left
3. Additional Information - indicates specific instructions, supplies, or pertinent information specific to this request.

Non-Standard Husbandry

1. Non Standard Husbandry – from drop down select non-standard items (e.g. change to light cycle or room temperature, no enrichment, special bedding)
Other Service

1. Other Service- indicate service (e.g. feed marked cages breeder chow, etc.)

Cage Card Selection

This field is only required if service applies to selected cages

1. Type in known bar code number or select “Add” for a complete drop list of all bar code numbers on the protocol in the specified room
Service Request Recurrence

1. If request is reoccurring select, the frequency and the end date. Service request must be re-submitted every 12 months for renewal.

Service Request Recurrence
Use this page to indicate if you need this service multiple times on a recurrence schedule. Please use the comments box for any special instructions.

1. Requested Service Date (must be at least 3 days in future):
   10/13/2017

2. Setup recurrence for multiple Service Requests?:
   - DAILY
   - WEEKLY
   - MONTHLY

   *Enter the number of occurrences or end date:
   - End After
   - End By

3. Comments:

Responsible Party-Vivarium Staff

1. When selecting “Vivarium Staff” Enter service account number (required field)

Responsible Party
Please indicate who will perform the selected tasks.

1. Who will perform these services:
   - Vivarium Staff
   - PI Staff

   *Service Account:
Responsible Party - PI Staff

1. When selecting “PI Staff” field will automatically generate service account number associated with protocol
2. Select “Finish”

Pre-Submission

1. Review the Service Request and charges associated with this request
2. To edit request select “Edit Request” select from drop down (e.g. edit protocol selection, non-standard husbandry, cage card, recurrence, responsible party)
3. Select “Submit”