Veterinary Services Smart Form

Step 1: Enter URL in browser: rap.uc.edu/aops

Step 2: Log in with your 6+2 UC user name and password

Step 3: Click the Animal Operations tab and click Create Service Request

Step 4: Complete “Basic Request Information” - * indicates mandatory fields

Select Veterinary Services followed by the type of service (You can select multiple services at once and complete all smart forms).

### 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:**  
   
2. **Contact:**  
   Uma Maheswara Rao Jonnalagadda  

3. **Requested Service Start Date (requests must be three days after the current date):**  
   
4. **Service Type:**  
   - Veterinary Services  
   - Husbandry Services  
   - Transportation Services

   **Veterinary Services:**  
   - Euthanasia and Necropsy Request  
   - Surgical or Procedure Support (assistance and supplies)  
   - Drug Request  
   - Other Service (including training requests)
Euthanasia and Necropsy Request: Complete all sections as needed and click continue

Euthanasia and Necropsy Request

Please note euthanasia can only be done on cages of animals, not individuals. Please indicate the animal ID, as well as reason for requesting necropsy.

1. *Select Service:
   Carcass Disposal Fee (per pound)

2. Identify any animals requiring post-euthanasia necropsy:

3. Describe any additional requirements for organ/tissue preservation:

4. Additional Information:

5. Additional contacts for necropsy results:
**Drug Request**: Click “+Add” and select drugs from drop down box that you wanted to request and complete remaining sections as needed. Please use “Additional Information” box for any special instructions or pertinent information specific to this request.

**Surgical & Procedure Support**: For this page, indicate procedure name, date, and number of hours of veterinary assistance; click “+Add” and select supplies needed from drop down box. Please use “Additional Information” box for any special instructions or pertinent information specific to this request.
Step 5: **Cage Card Selection**: If needed, please select the associated cage cards for this request. You can select cards by number, room, species or account. Keep a note that this page is not a mandatory section. You can click “continue” without filling this section.

Step 6: **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.

For recurrence requests, select the frequency and the end date.
Step 7: **Responsible Party**: When selecting “Vivarium Staff” “Enter service account number (Mandatory field) and click “Finish”

**Responsible Party**

Please indicate who will perform the selected tasks.

1. **Who will perform these services:**
   - [ ] Vivarium Staff
   - [ ] PI Staff
   - Clear

*Service Account:*

Responsible Party - PI Staff

When selecting “PI Staff” field will automatically generate service account number associated with protocol and click “Finish”
Step 8: Pre Submission: Review the Service Request and charges associated with this request; to edit request select “Edit Request”; if no changes are required, click on “Submit”