Important Notes
All animal ordering and transportation arrangements are facilitated through the MCW Biomedical Resource Center (BRC). Contact the BRC office at BRCAdmin@mcw.edu or 414-955-4209 for help with the specific process of obtaining your animals.

Index of Process Maps

Animal Transfer
Initiate animal transfer
Phase 1
Obtain account information; submit Animal Shipment Form
Phase 2
Obtain health verification from former institution; receive animals
Phase 3
Inter-institutional Material Transfer Agreement
MTA

Animal Ordering
Submit animal order form; compare to AUA
Phase 1
Order; receive animals
Phase 2
For non-approved vendors, obtain health report
Non-approved vendor

Glossary
AUA – Animal Use Application
ASF – Animal Shipment Form
BRC – Biomedical Resource Center
eBridge – online system for routing approvals
GCO – Grants & Contracts Office
HV – Health Verification
IACUC – Institutional Animal Care and Use Committee
PI – Principal Investigator
Vet – Veterinarian
Animal Transfer

Ideally the Director of the BRC will meet with recruits before arriving at MCW

Start
Notify BRC animals must be transferred

Start
Receive notification PI needs to transfer animals
Contact IACUC office to verify AUA has been initiated
Hold until AUA is initiated
No
AUA initiated?
Yes
Contact PI to assess needs
Send Animal Shipment Form (ASF) (intranet access required)

Receive notification

Receive inquiry
Check AUA status
Notifiy BRC of AUA status

To Phase 2

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Revised 9.20.18
Receive Animal Shipment Form (ASF) Complete ASF Send ASF to BRC

Ask Dept for account information to bill shipment

Receive inquiry Provide account information

MTA = Material Transfer Agreement

Receive ASF MTA required? No → To Phase 3

MTA subprocess

PI

From Phase 1

PI must work with Department to obtain account information to bill shipment until funds come through.

MTA required?

Yes

No

Dept

Receive inquiry

MTA required?

Yes

No

BRC

MTA subprocess

To Phase 3

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MTA = Material Transfer Agreement
From Phase 2

BRC

Send Health Verification (HV) to former institution

Receive HV

Notify former institution shipping is cleared

Receive animals

Animals quarantined min. 7 days max. 6 weeks

Animals released from quarantine

AUA approved?

Yes

PI can begin using animals for research

End

No

To animal research approvals

Includes required training for PI & all study staff and, if needed, ancillary (safety) committee approvals.

Former Institution

Receive HV

Complete & send HV to BRC

Receive notification

Ship animals

End

Receive HV

Complete & send HV to BRC

Receive notification

Ship animals
Submit Animal Requisition Form (intranet access required)

Review form

Form complete & accurate?

Yes

Amendment approved

Wait for amendment to be approved

Amend AUA

Receive notification

Notify PI change(s) needed

Yes

Notify PI amendment is needed

No

Order exceeds # of approved animals?

Yes

Amendment approved

Wait for amendment to be approved

Amend AUA

Receive notification

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Animal Ordering

Phase 2

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From Phase 1

Approved vendor?

No -> Non-approved vendor subprocess

Yes -> Submit order electronically to vendor

Vendor

Receive order -> Process order -> Ship animals

From Phase 1

Approved vendor?

No -> From Phase 1

Yes -> Receive order

Vendor

Receive order -> Process order -> Ship animals

To animal research approvals

Includes required training for PI & all study staff and, if needed, ancillary (safety) committee approvals.

PI

AUA approved?

No -> To animal research approvals

Yes -> PI can begin using animals for research -> End

Includes required training for PI & all study staff and, if needed, ancillary (safety) committee approvals.
Animal Ordering – Subprocess for non-approved vendors

**BRC Admin**

- **From Phase 2** → Request health report from vendor
- **Vendor**
  - Receive request for health report → Submit health report
  - **Resolve issues**
  - **BRC Vet**
    - **Review health report**
    - **Contact vendor to discuss issues**
      - **No**
      - **Yes** → **Forward report to supervisor**
    - **Health status acceptable?**
      - **Yes**
      - **No**
  - **BRC Supervisor**
    - **Receive report** → **Assign space** → **Notify Admin order can be placed**
    - **Revised 9.20.18**