

Topaz Elements On-line Animal Ordering Tips and Reminders

1. Once you have selected the protocol you wish to order the animals on make sure you click the **SAVE** at the top and then continue with your order. (Failing to click save will not allow you to select delivery dates in the Delivery Section.)

1. The animal ordering deadline will stay the same; orders need to be in by Wednesday's at 4:00pm to arrive the following week.

2. The Vendors deliver on these days:

Vendor	Species	Order Cut-off	Delivery Day
Charles River	Rodents, Rabbits	Wednesday, 4:00 p.m.	Wednesday
ENVIGO (Formerly Harlan)	Rodents	Wednesday, 4:00 p.m.	Tuesday
NCI	Rodents	Wednesday, 4:00 p.m.	Wednesday
Jackson	Mice	Wednesday, 4:00 p.m.	Tuesday
Taconic	Rodents	Wednesday, 4:00 p.m.	Tuesday
NIA	Rodents	Tuesday, 10:00 a.m.	Wednesday
Marshall Farms	Mongrels/ferrets	Wednesday, 4:00 p.m.	Varies

3. Female with litter and Timed Pregnant format:

- Female with litter – Mw 5 (M, F, or Mx) pups 15 day/arr
- Timed Pregnant – TP 11 day/arr

4. Only 1 strain is allowed per order. (Remember male is the default gender in the vendor catalog, you can pick your genders further on in the ordering process.)

5. If you have males and females that are the same age they can be on one delivery, if they are different ages then you need to do separate deliveries for separate ages.

6. You can copy a previously submitted order by starting a new order, click on the copy button and then search for your previous order. (Remember to change the arrival dates and any other information that needs to be changed before you click on the submit button.)

7. If you have any questions feel free to contact the Animal Resource Purchasing Coordinator at 585-275-2654 or via email daniel_demagistris@urmc.rochester.edu.