UNIVERSITY OF ROCHESTER – ANIMAL RESOURCE
SPECIAL REQUEST FORM

Request will not be accepted more than 2 weeks prior to request date of execution, unless other prior arrangements are made.
Submit your Special Request by 2 PM on the business day before the day it is to take effect.

INVESTIGATOR (As written on cage tag): ________________________________

DATE REQUEST SUBMITTED: ________________________________

PERSON MAKING REQUEST: __________________________________________

PHONE # (Office/Lab): ____________________________ (Home): _________________

ACCOUNT NUMBER: ____________________ UCAR NUMBER: _________________

ANIMAL ROOM NUMBER: ________________ SPECIES: _____________________

ANIMAL(S) IDENTIFICATION NUMBER(S): ______________________________

NUMBER OF CAGES: ________________ NUMBER OF ANIMALS: ________________

STATE TYPE OF REQUEST: (FAST, NPO, WATER and/or FOOD SCHEDULING, DO NOT CLEAN, euthanasia, etc.)

DATE REQUEST IS TO BEGIN ________________ END ________________

-------------------------------------------START AND END DATES MUST BE INCLUDED!-------------------------------------------

FOR ROUTINE WATER AND/OR FOOD SCHEDULING ONLY, (NOT FASTING OR NPO)
PLEASE CHECK APPROPRIATE SPACES: _____DO NOT WATER  _____DO NOT FEED

LIST ANIMAL IDENTIFICATION NUMBERS HERE: ______________________________

__________________________________________

Investigators must label cages with a green post-it flag (provided in the room) or a “special water”/ “special diet” sticker which can be obtained from the Vivarium office.

PLEASE LIST OTHER INSTRUCTIONS HERE:

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*If requesting EUTHANASIA a completed euthanasia sticker must be affixed to the cage tags of all involved cages.

__________________________________________Vivarium Authorization
Special request forms serve as written requests from researchers to Animal Resource personnel. Common requests include: fasting or restricted feeding and/or watering, providing medicated food and/or water and rodent euthanasia. Special requests are also used to ask for training in biomethodology or to call attention to an animal’s experimental condition. To assure successful implementation of your requests, the Animal Resource management asks that you follow these guidelines:

- Make your requests legible, concise and clear.
- Verify that what you are requesting is described in your approved UCAR protocol.
- Make the end date within one year of the start date. The Animal Resource office can no longer accept requests with an end date stating “until further notice”, “forever” or “--------”.
- Make sure that contact information (lab and cell phone) are correct.
- Submit your special request by 2 PM on the business before the day it is to take effect.
- Remove outdated and/or redundant special requests from the animal room upon submission of a new one.

We understand your need for timely action. Keep in mind that requests received late in the day might not be implemented the following day. Requests must be logged in and approved prior to being posted in the animal room. Also, requests that are unclear or incomplete will not be acted upon until information is clarified.