University of Oklahoma, Norman Campus
Animal Procurement, Use, and Disposal Procedures

All Investigators must follow the appropriate procedures of the University of Oklahoma, Norman Campus LAR for procurement, use, and disposal of laboratory animals.

**Ordering**

a. Complete the animal order form and email to LAR Director.
b. Receive confirmation to proceed with the order; a processed copy of the order will be sent to the PI, animal facilities manager and to the appropriate Stockroom manager for P-card purchases.
c. Call in order as described.
d. Be available to receive the animals at delivery location where the animals will be housed.

**Receiving**

a. The PI receives the animals and places in the appropriate cages which have been prepared by LAR personnel.
b. Investigators will be responsible for the welfare of the animals until they are delivered to the housing facilities.

**Housing**

a. Housing location will be determined by the Office of Lab Animal Resources, with the Investigator’s concurrence.
b. Location of the research and well-being of the animals will be primary considerations.

**Disposal**

a. Biology PI’s & instructors will deliver carcasses and waste material to the stockroom in Richards Hall, others will deliver this material to the Animal House. A special pickup each semester may be arranged for material from Comparative Anatomy.
b. Carcasses will be placed in plastic bags; no laboratory or surgical trash should be included.
c. Identify contents on a label, include investigator’s name, and whether contents have biohazards, infectious, or radioactive materials.

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