**Animal Purchase Order**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept | |  | | | AP# | | |  | | |
| Supplier | | ☐ Charles River  ☐ Chinese Institute for Brain Research，Beijing（Currently, only 3 strains of mice are available: **C57BL/6J**, from JAX Stock No: 000664;  **CBA/CaJ**, from JAX Stock No:000654;  **B6CBAF1/J** ，which was a cross of C57BL/6J female and CBA/CaJ male for 1 generation）  ☐ Other institutions  Only one of the institutions can be chose. If the institution cannot provide the animals you need, we will notify you by email. | | | | | | | | |
| Orderer | |  | | | | Contacts | | |  | |
| Receiver | |  | | | | Contacts | | |  | |
| People Who Place The Animal | | Experimenter  Animals must be placed on the same day and cannot be placed in the transfer box overnight. Animals must be inspected within 24 hours. | | | | | | | | |
| Barrier Facility | | **West s**ide of Phase I of Laboratory Animal Resource Center  🞎 Mouse Holding Room 1 🞎 Mouse Holding Room 2  🞎 Mouse Holding Room 3 🞎 Mouse Holding Room 4  🞎 Mouse Holding Room 5 🞎 Mouse Holding Room 6  🞎 Mouse Holding Room 7 🞎 Mouse Holding Room 8  🞎 Mouse Holding Room 9 🞎 Mouse Holding Room 10 | | | | | | | | |
| East side of Phase I Laboratory Animal Resource Center  🞎 Holding Room 1 🞎 Holding Room 2  🞎 Holding Room 3  🞎 Holding Room 4 🞎 Holding Room5  🞎 Holding Room 6 🞎 Holding Room7  🞎  Holding Room8 🞎 Holding Room9  🞎 Holding Room 10  C4 Laboratory Animal Resource Center   1. Animal Room 1 #□D-Animal Room 2 # □D-Animal Room 3 #   □D-Animal Room 4 #□D-Animal Room 5 # □D-Animal Room 6 #  □D-Animal Room 7 #□D-Animal Room 8 # □D-Animal Room 9 #  □D-Animal Room 10 #□D-Animal Room 11 #□D-Animal Room 12 #  □D-Animal Room 13 #□D-Animal Room 14 #□D-Animal Room 15 #  C3 Laboratory Animal Resource Center  □E-Animal room 1 # □E-Animal room 2 # □E-Animal room 3 #  □E-Animal room 4 # □E-Animal room 5 # □E-Animal room 6 #  □E-Animal room 7 # □E-Animal room 8 # □E-Animal room 9 #  □F-Animal Room 1 # □F-Animal Room 2 # □F-Animal Room 3 # | | | | | | | | |
| Temporary Animal Room | | 🞎C-Animal Room 1 🞎C-Animal Room 2 🞎C-Animal Room 3 🞎C-Animal Room 4  □A2-Animal Temporary Room □A2-Animal Room 1 #□ A2-Animal Room 2 #  □A3-Animal Temporary Room□A3-Animal Room 1 #□A3-Animal Room 2 #  □A4-Animal Temporary Room□A4-Animal Room 1 #□A4-Animal Room 2 #  □A5-Animal Temporary Room□A5-Animal Room 1 #□A5-Animal Room 2 #  □A6-Animal Temporary Room□A6-Animal Room 1 #□A6-Animal Room 2 #  (Note: Please fill in the required cage position when selecting A6-Animal Room 2 #)  □B2-Animal Temporary Room□B2-Animal Room 1 #□B2-Animal Room 2 #  □B3-Animal Temporary Room □B3-Animal Room 1 #□B3-Animal Room 2 #  □B4-Animal Temporary Room □B4-Animal Room 1 #□B4-Animal Room 2 #  □B5-Animal Temporary Room □B5-Animal Room 1 #□B5-Animal Room 2 #  □C2-Animal Room 1 # □C2-Animal Room 2 # □C2-Animal Room 3 #  □C2-Animal Room 4 #  □C2-haviour Room 1 #□ C2-Behaviour Room 2 #□C2-Behaviour Room 3 #  □C2-Behaviour Room 4 # □C2-Behaviour Room 5 #□C2-Behaviour Room 6 #  □C2-Behaviour Room 7 # | | | | | | | | |
| Full Name of Animal Strain | |  |  |  | | |  | |  |  |
| Weeks/Weight | |  |  |  | | |  | |  |  |
| Quantity | ♂ |  |  |  | | |  | |  |  |
| ♀ |  |  |  | | |  | |  |  |
| **Number Cage**  **(**□A6-Animal Room 2 #) | |  |  |  | | |  | |  |  |
| **Scheduled Delivery Time** | | Year Month Day AM/PM | | | | | | | | |
| Instructions for ordering laboratory animals (please be sure to read, this is very important) | | 1. The animal purchase order is submitted every Monday and Wednesday before 11:00 am and animal will arrival onTuesday and Thursday. In case of holidays, the animal purchase time will be notified by email in advance. The animal purchase order should be sent to [animalassistant@cibr.ac.cn](mailto:animalassistant@cibr.ac.cn) by email and copied to PI. All questions about animal ordering will be communicated by email.  2. Charles River   1. After the animals arrive, the administrative assistant of the Laboratory Animal Resource Center (LARC) will receive them, and notify the experimenter in time. 2. After the animal ordering personnel or experimenter receives animals, please confirm the state of animals through the observation window on the transport box as soon as possible. When animals put in the cages of feeding room (or temporary animal room), the animal ordering personnel or experimenter should carefully check the appearance and state of the animals and check whether the sex and quantity are consistent with the order. 3. If you have any questions, please take a photo (this is very important) and contact the administrative assistant of LARC by email within 24 hours after receiving the animal (before 11 am the next day). Once confirmed, the administrative assistant will contact the company for replacement of the faulty animals.   3. LARC of Chinese Institute for Brain Research，Beijing   1. After the animal ordering personnel or experimenter receives animals, please carefully check the appearance and state of the animals and check whether the sex and quantity are consistent with the order. If you have any questions, please take a photo (this is very important) and contact the administrative assistant of LARC by email within 24 hours after receiving the animals (before 11 am the next day) to discuss and resolve the problem.   LARC cannot bear any other indirect losses other than the experimental animals themselves, including experimental results.  4. The experimenter should put animals in the IVC cages in time. The IVC cages should be correctly inserted into the IVC cage frame to ensure the normal operation of IVC. Except for experimental reasons, it is necessary to ensure that the animals have enough drinking water and feed.  5. Please be sure to fill in the purchase order carefully. If the information is incomplete, this order will not be processed. | | | | | | | | |