



UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
LABORATORY ANIMAL RESOURCE CENTER

REQUEST FOR SPECIAL SERVICES Instructions for Laboratory Staff

For special services, you must provide LARC with these written instructions!

- Complete all sections on this form.
- Print legibly.
- When the form is completed, submit to the husbandry manager or supervisor (not the room technician) along with a copy of your current, approved protocol, if necessary.
- The form must be submitted in person, so that you can review the form with your husbandry manager or supervisor. This will help ensure that your instructions can be carried out and that the animals covered by the request are properly identified.

The IACUC must review and approve exceptions to Federal regulations and University policy before LARC can complete your request. Examples of exceptions include restricted diets, fasting, and withholding enrichment. Contact the IACUC office directly (iacuc@ucsf.edu or 476-2197) for any questions or clarification.

Request for Special Services

PI and Protocol #:	Requested by (Name, Phone, Email, Signature):
Species:	Building and Room Number:
Location of Cage(s):	Start Date and End Date (Max. of 2 yrs. after start date):

KEY: (A) Check sheet required (B) Training required, contact 476-2197 (C) IACUC approval required

LARC To-do	REQUEST
<input type="checkbox"/>	SPECIAL DIET/WATER - LARC will provide feed/water Under instructions, specify (1) type of diet/water, (2) frequency of feed/water replacement, AND (3) emergency contacts.
<input type="checkbox"/>	NO ENRICHMENT (C): Under instructions, specify (1) duration of no enrichment for animals.
<input type="checkbox"/>	LARC ACTIONS ON BEHALF OF LAB (RECHARGES WILL APPLY) Specify (circle): Weaning Euthanasia Other If Other, under instructions, specify (1) LARC action(s) AND (2) frequency of LARC action(s).
<input type="checkbox"/>	SAVE CARCASSES IN 4°C REFRIGERATOR
LAB To-do	REQUEST
<input type="checkbox"/>	SPECIAL DIET - Lab will provide feed (Feed must be autoclaved, irradiated, or sterilized to LARC standards) Specify (circle): Special feed (C) Restricted diet / Fasting (A, C) Under instructions, specify (1) type of diet / length of fast, (2) frequency of feed replacement, (3) frequency of monitoring of cages, AND (4) emergency contacts.
<input type="checkbox"/>	SPECIAL WATER - Lab will provide water (LARC will cap off automatic watering system) Specify (circle): Special water (A, C) Restricted water / Fasting (A, C) Under instructions, specify (1) type of water / length of fast, (2) frequency of water replacement, (3) frequency of monitoring of cages, AND (4) emergency contacts.
<input type="checkbox"/>	LAB WILL CHANGE CAGES (A) Under instructions, specify (1) frequency of cage changes (e.g. Weekly/Biweekly/Other).
<input type="checkbox"/>	RESEARCHER CARE (A, B, C): ALL husbandry duties AND health checks are performed by lab staff.
<input type="checkbox"/>	OTHER (A, B, C may apply): Under instructions, specify (1) laboratory action(s).

Instructions (Use back page, if necessary)

Emergency Contacts (Two contacts are REQUIRED)

Name:	Phone (After-hours, Non-UCSF #):
Name:	Phone (After-hours, Non-UCSF #):

FOR LARC USE ONLY

Approved by:	Date of Approval:	Request #
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SPECIAL REQUEST CHECK SHEET

PI:	Protocol #:	Contact and Emergency Phone:																													
Facility:	Room #:	Month:										Year:																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Check Animals																															
Check/Change Water																															
Check/Change Feed																															
Change Cage																															
Lab Initial																															

	Month:										Year:																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Check Animals																															
Check/Change Water																															
Check/Change Feed																															
Change Cage																															
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Note: All restricted (non *ad lib*, limited) feed / water requests require daily checks of feed / water and animals.
 All special water requests require at least three checks per week of water and animals.
 All researcher care requests require daily husbandry and checks of animals.