How to Submit a Husbandry Service Request

**Step 1:** Enter URL in browser: acup.uc.edu/AOPs/sd

**Step 2:** Log in with your 6+2 UC user name and password

**Step 3:** Click the Animal Operations tab

**Step 4:** Click the Protocol ID

**Step 5:** Click (on the left hand side of screen)

**Step 6:** Complete "Basic Request Information"- * indicates mandatory fields

Select "Husbandry Services" followed by the type of service (You can select multiple services at once and complete all smart forms).

### Basic Information

1. **Protocol:**
   - 01-02-03-04

   **Investigator:**
   - PI Name Will Be Here

2. **Primary contact:**
   - ...

3. **Requested service start date:**
   - [ ]

4. **Is this request for recurring services?**
   - [ ] Yes [ ] No

5. **Service request type:**
   - [ ] Veterinary Services
   - [ ] Husbandry Services

6. **Husbandry services:**
   - [ ] Technical Services
   - [ ] Caging and Husbandry Supplies
   - [ ] Non-standard Husbandry
   - [ ] Other Service (including weaning support)
**Technical Service**: All fields marked with a * are required. Complete all sections as needed and click continue.

**Caging and Husbandry Support**: All fields marked with a * are required. Complete all sections as needed and click continue.
Nonstandard Husbandry: Use this selection for requests such as special diet, altered light cycle, no enrichment, etc.
**Step 7:** Cage Card Selection: If needed, select the associated cage cards for this request. You can filter cards by number, facility, species, per diem type, or account. You can click “continue” without filling this section if your requested service does not involve a specific cage.

![Cage Card Selection](image)

**Step 8:** **Responsible Party**: Select “Vivarium Staff” if you need LAMS Staff to complete or select “PI Staff” if your lab will complete. A Service account number may be required if your service request will be fulfilled by LAMS or if the request involves a chargeable item. Click “Finish” when done.

PLEASE NOTE – YOUR REQUEST HAS NOT BEEN SUBMITTED TO LAMS AT THIS POINT.
Step 9: Pre Submission: Review the Service Request and charges associated with this request; to edit request select “Edit Request”. If no changes are required, click “Submit”