How to Submit a Veterinary 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 “Veterinary Services” followed by the type of service (You can select multiple services at once and complete all smart forms).

![Creating New: Service Request](image)
Euthanasia and Necropsy Request: Complete all sections as needed and click continue.
**Surgical & Procedure Support**: For this page, indicate procedure location, name, and date (Remember at least 3 business days in advance). Click “+Add” and select supplies needed from drop down box. Please use “Additional Information” box for any special instructions or pertinent information for to this request.

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### Surgical or Other Procedure Support

1. **Service Location:**
   - MSB-R363

2. **Procedure:**

3. **Procedure Date:**
   - 4/15/2021

4. **Veterinary assistance:**
   - a. Number of veterinary hours
   - b. Number of technician hours
   - c. Number of anesthesia hours

5. **Supplies requested:**
   ![Additional Supplies](#)
   - Name:
   - Quantity:
   - Notes:
   - **Update**
   - Anesthesia Machine (per hour):
     - Quantity: 1

6. **Additional information:**
   - Needed from 1-3pm
**Drug Request:** Click “+Add” and select drugs from drop down box that you wanted to request and complete remaining sections as needed. Please use “Additional Information” box for any special instructions or pertinent information specific to this request.

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
</table>

2. Intended drug use:

3. Drug locker:

4. Additional information:

**Irradiator Assistance:** Please disregard this section. LAMS does not offer this service.
Step 7: Cage Card Selection: If needed, please select the associated cage cards for this request. You can filter cards by number, facility, species, per diem type, or account. Keep a note that this page is not a mandatory section. You can click “continue” without filling this section if your requested service does not involve a specific cage.

Step 8: Responsible Party: Select “Vivarium Staff”, enter service account number (Mandatory field), and click “Finish”.

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”