

# How to Submit a Husbandry Service Request

**Step 1:** Enter URL in browser: [acup.uc.edu/AOPs/sd](http://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 [Clear](#)

5. \* Service request type:

Veterinary Services  
 Husbandry Services  
[Clear](#)

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

University of CINCINNATI

Validate Compare

Editing: SR000000

Basic Information

Technical Service Details

Cage Card Selection

Responsible Party

### Technical Service Details

1. \* Select technical services:

+ Add

Service	Quantity
There are no items to display	

2. Additional information:

Add Service Activity Item

1. \* Service:

2. \* Quantity:

3. Notes:

**Caging and Husbandry Support:** All fields marked with a \* are required. Complete all sections as needed and click continue

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Validate Compare

Editing: SR00000047

Basic Information

Caging and Husbandry Supplies Details

Cage Card Selection

Responsible Party

### Caging and Husbandry Supplies Details

Indicate the required supplies.

1. \* Select caging and husbandry supplies:

+ Add

Name
There are no items to display

2. \* Delivery location:

3. Additional information:

Add Service Activity Item

1. Service:

2. Quantity:

3. Notes:

**Nonstandard Husbandry:** Use this selection for requests such as special diet, altered light cycle, no enrichment, etc.

The screenshot shows a web application interface for editing a service activity item. The interface is divided into several sections:

- Header:** University of Cincinnati logo and name.
- Navigation:** A sidebar on the left with menu items: Basic Information, Nonstandard Husbandry (highlighted), Cage Card Selection, and Responsible Party. At the top of the sidebar are icons for Validate and Compare.
- Main Content Area:**
  - Editing: SR00000047**
  - Nonstandard Husbandry**
    - \* Nonstandard husbandry:** A section with a "+ Add" button and a table with one row: "Service" and "There are no items to display".
    - Additional information:** A large empty text area.
  - Add Service Activity Item**
    - \* Service:** A dropdown menu.
    - \* Quantity:** A text input field.
    - Notes:** A large text area.

**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

Select the associated cage cards for this request.

**1. Select cage cards:** ?

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account
<input type="checkbox"/>		19-10-09-01	Active				

0 cards are currently checked.

Selected cage cards:

Cage Card ID	Facility	Protocol	State	Species	Per Diem Type	Capacity	Account

0 cards are currently selected

**2. Additional instructions:**

**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.**

### Responsible Party

Indicate who will perform the selected tasks.

**1. Service responsible party:** ?

Vivarium Staff  
 PI Staff  
[Clear](#)

**2. \* Service account:** ?

**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”

Navigation: Dashboard | Admin | Animal Operations | Facilities | IACU

Sub-navigation: Bulk Activations | Bulk Deactivations | Protocols | Orders | Transfers | Service Requests | Cage Cards

### Pre-Submission

SR000000

## Service Request for

Requested start:  
Completed:

**Next Steps**

- Edit Service Request
- Printer Version
- Submit**
- Copy Service Request
- Discard

Protocol: Husbandry Services  
Request Type: Vivarium Staff  
Responsible Party:  
Service Account:  
Estimated Cost: \$0.00

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graph LR; A([Pre-Submission]) --> B([Review]); B --> C([Pending Completion]); C --> D([Closed]); B --> E([Clarification Requested]); E --> B;
```

Services | Cage Cards | History

Filter by Service [Enter text to search for] [Add Filter] [Clear All]

No data to display.