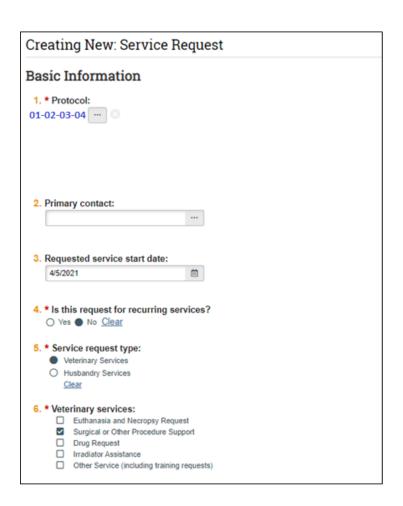
How to Submit a Veterinary Service Request

- 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 Request Service (on the left hand side of screen)

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

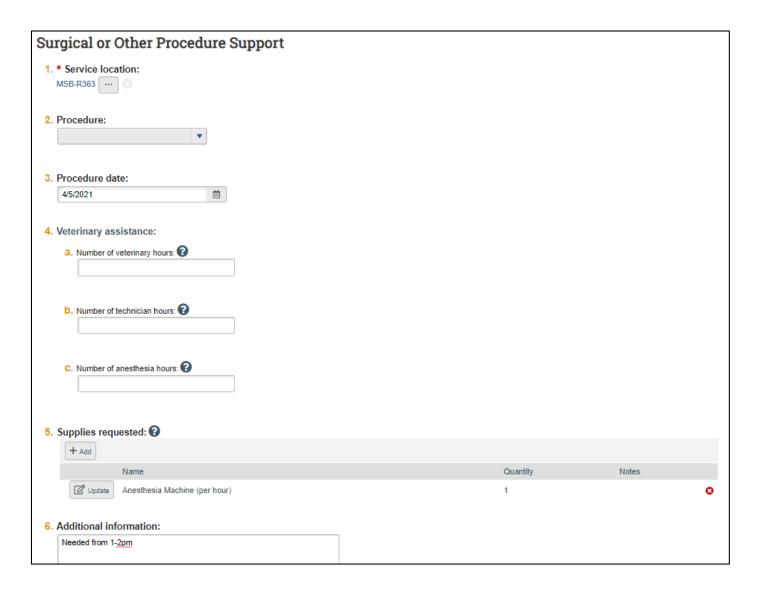
Select "Veterinary Services" followed by the type of service (You can select multiple services at once and complete all smart forms).



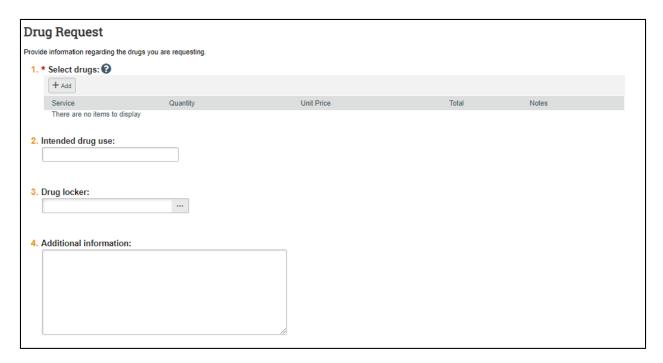
<u>Euthanasia and Necropsy Request</u>: Complete all sections as needed and click continue

Euthanasia and Necropsy Request
1 Note that euthanasia can only be done on cages of animals, not individuals. Indicate the animal ID, as well as reason for requesting necropsy.
1. * Select service:
Carcass Disposal Fee ▼
2. Identify any animals requiring post-euthanasia necropsy:
3. Describe any additional requirements for organ/tissue preservation:
4. Additional information:
<u></u>
5. Additional contacts for pegrapsy results:
5. Additional contacts for necropsy results:

<u>Surgical & Procedure Support</u>: 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.

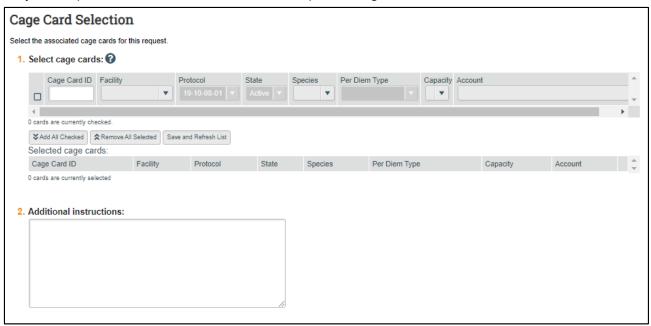


<u>Drug Request:</u> Click "+Add" and select drugs from drop down box that you wanted to request and complete remaining sections as needed. Please use "Additional Information" box for any special instructions or pertinent information specific to this request.



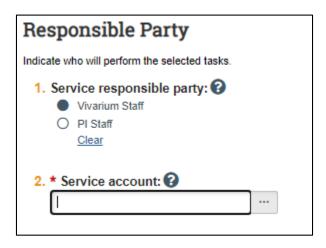
Irradiator Assistance: Please disregard this section. LAMS does not offer this service.

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"

