

Veterinary Services Smart Form

Step 1: Enter URL in browser: rap.uc.edu/aops

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

Step 3: Click the Animal Operations tab and click

Create Service Request

Step 4: 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).

Basic Request Information

Please provide protocol, account, and contact information for this request and specify what types of service(s) you are requesting

- * Select Protocol:**
- * Contact:**
Uma Maheswara Rao Jonnalagadda
- * Requested Service Start Date (requests must be three days after the current date):**
- * Service Type:**
 - Veterinary Services
 - Husbandry Services
 - Transportation Services[Clear](#)

*** Veterinary Services:**

Name
<input checked="" type="checkbox"/> Euthanasia and Necropsy Request
<input checked="" type="checkbox"/> Surgical or Procedure Support (assistance and supplies)
<input checked="" type="checkbox"/> Drug Request
<input type="checkbox"/> Other Service (including training requests)

Euthanasia and Necropsy Request: Complete all sections as needed and click continue

Euthanasia and Necropsy Request

Please note euthanasia can only be done on cages of animals, not individuals.
Please indicate the animal ID, as well as reason for requesting necropsy.

1. * Select Service:

Carcass Disposal Fee (per pound) ▼

Rectangul

2. Identify any animals requiring post-euthanasia necropsy:

3. Describe any additional requirements for organ/tissue preservation:

4. Additional Information:

5. Additional contacts for necropsy results:

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.

Drug Request

Please provide information regarding the drugs you are requesting

1. * Select Drugs:

Service	Quantity	Unit Cost	Notes
There are no items to display			

+ Add

2. Indicate Intended Use:

Species	Procedure	Delivery Dose	Drug	Dose
There are no items to display				

+ Add

3. Drug Locker(if applicable):

4. Additional Information:

Surgical & Procedure Support: For this page, indicate procedure name, date, and number of hours of veterinary assistance; click “+Add” and select supplies needed from drop down box. Please use “Additional Information” box for any special instructions or pertinent information specific to this request.

Surgical & Procedure Support

1. Procedure Name:

2. Procedure Date:

3. Veterinary Assistance:

a. Number of Veterinary Hours:

b. Number of Technician Hours:

c. Number of Anesthesia Hours:

4. Supplies Requested:

Service	Quantity
There are no items to display	

+ Add

5. Additional Information:

Step 5: Cage Card Selection: If needed, please select the associated cage cards for this request. You can select cards by number, room, species or account. Keep a note that this page is not a mandatory section. You can click “continue” without filling this section.

Cage Card Selection

Please select the associated cage cards for this request. You can select cards by number, room, species or account.

1.

Card Number: Status: ▼

Room: ▼ Per Diem: ▼

Group/Species: ▼ Selection: 0 of 186

Account: ▼

Cage Cards:

ID	Facility	Species	Per Diem
There are no items to display			

2. Additional Instructions

Step 6: Service Request Recurrence: Use this page to indicate if you need this service multiple times on a recurrence schedule. Please use the comments box for any special instructions.

For recurrence requests, select the frequency and the end date.

Service Request Recurrence

Use this page to indicate if you need this service multiple times on a recurrence schedule. Please use the comments box for any special instructions.

1. Requested Service Date (must be at least 3 days in future):

2. Setup recurrence for multiple Service Requests?:

DAILY

WEEKLY

MONTHLY

[Clear](#)

***Enter the number of occurrences or end date:**

End After

End By

[Clear](#)

3. Comments:

Step 7: Responsible Party: When selecting “Vivarium Staff “Enter service account number (Mandatory field) and click “Finish”

Responsible Party

Please indicate who will perform the selected tasks.

1. Who will perform these services:

Vivarium Staff

PI Staff

[Clear](#)

*** Service Account:**

Responsible Party - PI Staff

When selecting “PI Staff” field will automatically generate service account number associated with protocol and click “Finish”

Responsible Party

Please indicate who will perform the selected tasks.

1. Who will perform these services:

Vivarium Staff

PI Staff

[Clear](#)

If PI Staff, please indicate name(s):

Last Name	First Name	Department
<input type="checkbox"/> Tetens-Woodring	Joanne	RES Research Integrity

« Back Save Exit Hide/Show Errors Print Jump To ▾ Finish

Step 8: Pre Submission: Review the Service Request and charges associated with this request; to edit request select “Edit Request”; if no changes are required, click on “Submit”



Pre Submission

Service Request
(SR0000113)

Service Request-04-02-09-01-Soleimani

Investigator: Manoocher Soleimani **Created By:** Uma Maheswara Rao Jonnalagadda **Request Type:** Veterinary Services

Protocol: Identification and Characterization of Chloride/bicarbonate Exchangers in Epithelial Tissues **Service Owner:** Uma Maheswara Rao Jonnalagadda **Last Modified:** 10/12/2017 8:30 AM

Estimated Cost: \$0.33 **Responsible Party:** PI Staff **Date Requested:** 10/19/2017

Service Account: **Assigned Vet:** **Completed:**

Additional Notes:

Next Steps

- Edit Request
- Printer View
- Edit Services**
- Submit
- Cancel Request
- Copy Service Request

Summary History Protocol Info Recurrence Info

Filter Category Enter text to search for Go + Add Filter x Clear All Export

Category	Service	Unit Price	Quantity	Total Charge	Service Date	Service Details	Date Completed
Drug Administration	Acpromazine 10 mg/ml (ml)	\$0.33	1	\$0.33			
Euthanasia	Carcass Disposal Fee (per pound)	\$1.16	0	\$0.00			

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