



ANIMAL FACILITY
STANDARD OPERATING PROCEDURE

SOP- 16 : REQUISITION / REQUEST FOR ANIMAL (MICE)
FOR EXPERIMENT PURPOSE ONLY

SOP Title:	Requisition / Request For Animal (Mice) for Experiment Purpose Only
SOP No:	16
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Reviewed & Approved	
<hr/> <i>Signature & Date</i> Facility In Charge	<hr/> <i>Signature & Date</i> Facility Coordinator

[Requisition / Request For Animal (Mice) for Experiment Purpose Only]

Please Follow the Steps As Mentioned Below

For The Conduct of Every Experiment It Is Essential To Get Your Experimental Protocol Approved By IAEC & CPCSEA. [Strictly to be followed]	
Step 1	Ask for a Requisition or Request Form either through an email to animalfacility@iiserkol.ac.in or collect hardcopy from Animal Facility or download the requisition form Copy / Click the Link below: https://docs.google.com/document/d/1bFHgIcshaWMyJdpWTtHZyfuokSp8Lu-o/edit?usp=sharing&ouid=108836262322003475965&rtpof=true&sd=true and fill the Google form for submission Click the Link Below For online submission: https://forms.gle/HRdsGm75bE8UtmB66 .
Step 2-	Fill the Requisition (as per format) & submit it to Animal Facility. A SL No & File No will be issued by SAF office for your future reference <i>[Note: Submit the form to SAF Staff [Through AF Representative if required or directly .and collect SL no and File No From Office]</i>
Step 3-	Based on availability – Animal (Mice) with respective Cage No will be allotted against your requisition [SL No] by the staff members [After consulting designated AF representative if necessary] or through email from animalfacility@iiserkol.ac.in <i>[Note: Staff representative have to mention the cage no in the concerned requisition in own writing along with a signature and date and allotted cage nos should be as per the maintained mice record]</i>
Step 4 -	On start of your experiment - You have to take Weight and Check the Health Status of each experimental mice every day (For Clinical Score Help will be provided). Ask the staff for the format or a copy. <i>[Note: For Training You Need Not Take Weight & Check The Health Status]</i>
Step 5 -	Enter the Data in a Hardcopy (as per the format Attached Below " Routine Clinical Score and Weight of Experimental Mice". Copy /Click the Link to Download: ROUTINE CLINICAL SCORE & WEIGHT OF EXPERIMENTAL MICE SAF.docx

Step 6 -	<p>At the end of each experiment please submit a copy of " Routine Clinical Score and Weight of Experimental Mice" through an email to animalfacility@iiserkol.ac.in or hard copy to SAF Staff/ Office, which will be filed along with the respective requisition.</p> <p>[Record keeping as per CPCSEA rules]</p>
<p>Note: Feel Free to ask for any queries through an email to animalfacility@iiserkol.ac.in</p>	