

GATEWAY TRAINING GUIDE

Gateway Animal Tissue Form Instructions



Suggested Form Uses:

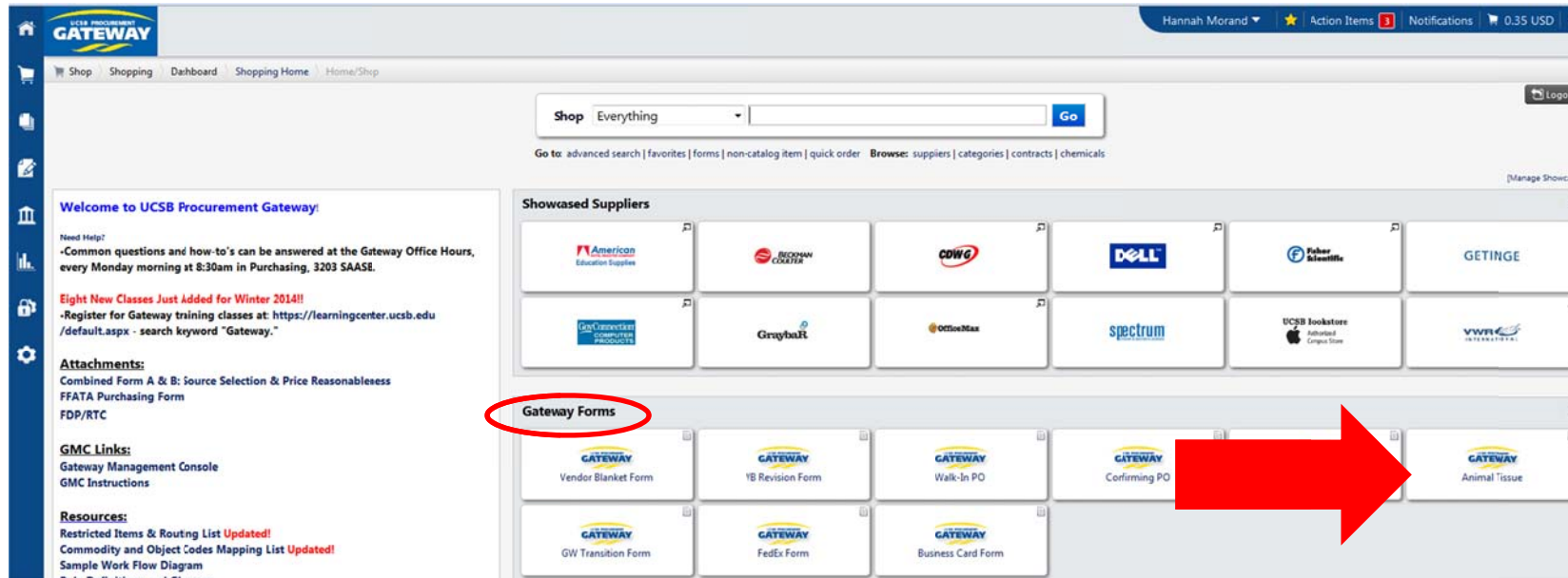
- This form should be used for **ALL** animal tissue purchases that take place in the system.

Other notes for use of this form:

- This form routes to the Campus Veterinarian for review and approval.
- For more detailed information about animal tissue purchases and policy, please refer to our FAQ: <http://info.gateway.procurement.ucsb.edu/faq-ordering>

Where is the form located?

- From the homepage in Gateway, you can select the Animal Tissue Form from the Form Section.






GATEWAY TRAINING GUIDE

Gateway Animal Tissue Form Instructions



Steps to process an order:

- The top portion of the form is to be filled in according to the contact information of the end user making the purchase.
- The bottom portion of the form is to be filled out according to the species and order information.

	Supplier and Contact Information ?				
	<p>Supplier BIOCARE MEDICAL LLC   more info... select different supplier</p> <p>Fulfillment Address F01: (preferred) 4040 PIKE LANE CONCORD, CA 94520 US</p> <p>Supplier Phone +1 (800) 799-9499 ext.0000</p> <p>Distribution The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/></p> <p>Fax +1 (925) 603-8082</p> <p>Supplier PHS Assurance Number <input type="text" value="Example Here"/></p> <p>Supplier USDA Registration Number <input type="text" value="Example Here"/></p> <p>IACUC Protocol Number <input type="text" value="Example Here"/></p> <p>IACUC Protocol Approval Period</p> <p>Begin Date <input type="text" value="mm/dd/yyyy"/></p> <p>End Date <input type="text" value="mm/dd/yyyy"/></p> <p>PI Name <input type="text" value="Joe Smith"/></p> <p>PI Contact Information <input type="text" value="UCSB Purchasing Department"/></p> <p>274 characters remaining expand clear</p>				
Instructions ?	Species and Order Information ?				
<p>The use of dead animals or parts of animals requires Institutional Animal Care and Use Committee (IACUC) review and approval, if project-specific antemortem manipulation of the animals are performed prior to sacrifice and tissue collection. Typical examples of project-specific antemortem manipulations include the generation of custom antibodies, or the generation of genetically engineered animals (e.g. knockout mice), but any custom (i.e. not "off-the-shelf" or from a catalog) animal or animal product that is produced specifically in response to an investigator's request would also apply. The institution or vendor performing the project-specific antemortem manipulation on vertebrate animals must have appropriate approvals in place (i.e. PHS Assurance and a USDA Registration) and the animal activity (e.g. immunizations or embryo transfer surgery) must be approved by the producing institution's Institutional Animal Care and Use Committee (IACUC). Additionally, and per UCSB's IACUC Guideline, tissues/cells/fluids from animals exposed to toxic or biohazardous agents should not be shared or used without prior IACUC approval.</p>	<p>Product Information</p> <p>Animal Product <input type="text" value="Cells"/></p> <p>Animal Product Description <input type="text"/></p> <p>Animal Species <input type="text" value="Mouse"/></p> <p>Other Species <input type="text"/></p> <p>Proposed Use <input type="text" value="in vitro"/></p> <p>Proposed in vivo use <input type="text"/></p> <p>500 characters remaining expand clear</p> <p>Quantity of Animal/Tissue Desired</p> <table><thead><tr><th>Unit Price</th><th>Quantity</th></tr></thead><tbody><tr><td><input type="text" value="5000"/></td><td><input type="text" value="1"/></td></tr></tbody></table> <p>Species and Order Information Total: 0.00</p>	Unit Price	Quantity	<input type="text" value="5000"/>	<input type="text" value="1"/>
Unit Price	Quantity				
<input type="text" value="5000"/>	<input type="text" value="1"/>				