



*Office of Research*  
University Laboratory Animal Resources

e-Protocol

# Online Animal Ordering & RFID Automated Census



## One Stop, Easy Access Through e-Protocol

With the new system, the following will be accessible thru e-Protocol:

- Online animal ordering
- Current animal census
- Invoice activity
- View the number of animals used & remaining on a protocol



From your protocol, see the current number of animals approved, used and currently on order.

e-Protocol
| My Workspace |

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Home **e-IACUC** e-IBC

e-IACUC > Biomedical Research Technique Training

**Current State**

Approved

View Protocol

Print Version

View Differences

Edit Amendment

Create Animal Order/Transfer

**My Activities**

Email PI

Email Study Team

Email IACUC Staff

Copy Protocol

2011A0000 :  
**Biomedical Research Technique Training**

**General Information:**


<b>Principal Investigator:</b>		<b>Additional Contacts:</b>	
<b>Approval Date:</b>	1/13/2011	<b>Expiration Date:</b>	1/13/2014
<b>Review Dates:</b>	1/13/2012 (yr1) 1/13/2013 (yr2)		

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**History** Attachments Amendments Annual Reviews Animal Orders and Transfers Invoices Census Units

Activity Author  Activity Date





## Use tabs to navigate through Animal Order & Transfers, Invoices, and Census



| My Workspace |

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History Attachments Amendments Annual Reviews **Animal Orders and Transfers** Invoices Census Units

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- Census will be updated twice a month allowing you to have online access to your current census numbers and room locations.
- ULAR bills will automatically upload into your protocol “invoice” tab on a monthly basis.
- Prior animal orders, transfers, and invoices generated in e-protocol will be available in the respective protocol “tab” history.



## Online Animal Orders

- Online ordering system is accessible through e-Protocol.
- Any animal user who is listed on an approved IACUC protocol will be able to place an animal order and track its progress through delivery using eProtocol.
- The Fiscal approver must register in e-Protocol to have access to review animal order account information.



## Online Animal Orders

- The Contact listed on the order will get an email as the order or transfer moves through each part of the approval process. Workflow order:
  - Fiscal Officer
  - Vivarium
  - RF Procurement
- The Contact listed on the order will receive an email once the animals have been delivered.
- Only the Contact listed on the order will receive update and delivery emails. Anyone listed on the protocol can check the status of all orders and transfer at anytime by clicking on the Animal Order & Transfers tab, regardless of who initiated the order or transfer.



## **Miscellaneous Notes Regarding Online Animal Orders**

- Satellite location housing delivery should be noted in the “additional comments” box on the delivery page.
- Import and exports outside of the university will still be a manual paper process.





To place an animal order or process a transfer, click on the link on the left.

**e-Protocol**
| My Workspace |

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Attachments
Amendments
Annual Reviews
Animal Orders and Transfers
Invoices
Census Units

Activity
Author
 Activity Date





Once you have completed all of the screens in the order system, click on the Submit Request button on the left.

**e-Protocol**

Home | **e-IACUC** | e-IBC | Committees | ULAR | Meetings

Home > IACUC > Biomedical Research Technique Training > New Animal Order - 10/5/2011

**Pre-Submission**

Submit Animal Order/Transfer | Print Version

**Activities**

- Submit Request**
- Cancel Request
- Copy Animal Order Transfer

### New Animal Order - 10/5/2011 (AOT00000091)

<b>Created on:</b>	10/5/2011 2:25 PM	<b>Last Modified:</b>	10/5/2011 2:28 PM
<b>Request Type:</b>	New Animal Order	<b>Owner:</b>	
<b>Associated Study:</b>		<b>Vendor:</b>	Charles River
<b>Order Contact:</b>		<b>Vendor (if Other):</b>	
		<b>Order Contact Phone:</b>	xxx

**Additional Comments:**

**Procurement Account:**

<b>Account:</b>	66666	<b>Fund:</b>	33333
<b>Org:</b>	40121	<b>Program:</b>	
<b>Project:</b>		<b>User Defined:</b>	

**Per Diem Account:**

<b>Account:</b>	66666	<b>Fund:</b>	33333
<b>Org:</b>	40121	<b>Program:</b>	
<b>Project:</b>		<b>User Defined:</b>	

Order Line Item							
Actions	Status	Delivery Date	Species	Strain	# Requested	# Received	Sex
MyActivities ▾	Pending Delivery	10/25/2011	Mouse, Standard (Mus Musculus)	555	1		Either

**History**

The query produced no results.



If you want to copy information from a previous order or transfer, simply click on the Copy Animal Order Transfer button. You can change specific information once you are in the order.

**e-Protocol**

Home | **e-IACUC** | e-IBC | Committees | ULAR | Meetings

e-IACUC > Biomedical Research Technique Training > New Animal Order - 10/5/2011

**Pre-Submission**

Edit Animal Order/Transfer

Print Version

**New Animal Order - 10/5/2011 (AOT00000091)**

**Created on:** 10/5/2011 2:25 PM      **Last Modified:** 10/5/2011 2:28 PM

**Request Type:** New Animal Order      **Owner:**

**Associated Study:**      **Vendor:** Charles River

**Order Contact:**      **Vendor (if Other):**

**Order Contact Phone:** xxx

**Additional Comments:**

**Procurement Account:**

**Account:** 66666      **Fund:** 33333

**Org:** 40121      **Program:**

**Project:**      **User Defined:**

**Per Diem Account:**

**Account:** 66666      **Fund:** 33333

**Org:** 40121      **Program:**

**Project:**      **User Defined:**

Order Line Item	Actions	Status	Delivery Date	Species	Strain	# Requested	# Received	Sex
MyActivities		Pending Delivery	10/25/2011	Mouse, Standard (Mus Musculus)	555	1		Either

**History**

The query produced no results.



Status of an order can be checked under the Animal Orders and Transfers tab.

| My Workspace |

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The order will move through the following “states”:

- Pre-Submission – order has not been submitted.
- Fiscal Review – awaiting approval by fiscal approver
- Vivarium Review – awaiting approval by vivarium
- Order Processing – Being process by RF
- Submitted – Has been submitted to vendor
- Delivered – Order has been received on OSU campus
- Complete – Order has been received in animal room assigned

History	Attachments	Amendments	Annual Reviews	Animal Orders and Transfers	Invoices	Census Units
Filter by	ID	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Clear"/>	<input type="button" value="Advanced"/>	
ID	Name	Date Modified	Owner	State		
AOT00000289	New Animal Order - 11/15/2011	11/15/2011 4:04 PM	Ranganathan, Parvathi	Pre-Submission		
AOT00000137	New Animal Order - 11/7/2011	11/17/2011 11:58 AM	Gilbreath, Kate M.R.	Submitted		
AOT00000130	New Animal Order - 11/7/2011	11/17/2011 2:42 PM	Green, Jeanne E	Submitted		
AOT00000173	New Animal Order - 11/8/2011	11/17/2011 2:42 PM	Lee, Tae Jin	Submitted		
AOT00000346	New Animal Order - 11/21/2011	11/22/2011 9:19 AM	Di Leva, Gianpiero	Order Processing		





The census and billing information migration to e-Protocol was made possible with the introduction of the new RFID cage card holders.

RFID = Radio Frequency Identification

**The RFID cage card holders should be treated like currency!  
While they are active in the database, your account is being charged.**



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At this time, only cages housed within ULAR facilities will be affected by this change. If your animals are in satellite housing, please continue to maintain paper census.

This information will be collected and manually entered into the system and your animal numbers will be maintained within e-Protocol.



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All account information is stored in the RFID tag imbedded in the cage card holder. As long as the RFID cage card holder is active in the database, a per diem charge will be generated.

After you have euthanized a cage with an RFID cage card holder, **you must return the RFID holder to the facility drop box** located near the entrance of the facility. The cage card holders will be collected by ULAR staff at the end of the day and removed from the census database. You are welcome to keep the cage cards themselves, the cage card holder is the only item that needs to be turned in!

**Turning in your cage card holder in a timely manner when it is no longer needed is important!**






## Adding New Cages:

If you need to add new cages (weaning or separating), use the cage cards located in the animal room on the supply cart. Once you complete the cage card information, place card on the cage using the traditional stainless steel cage card holder.

Be certain to **write the account number** on the cage card.

Record the date and number of cages added on the census sheet located outside the room in the room binder.

PI: _____	Protocol: _____
Account: _____	
Lab Contact: _____	
_____	
DOB: _____	WD: _____
Number of Animals: ____ M / F / Breeding	
<small>(circle one)</small>	





## **Adding cages**

ULAR staff use the cage cards with the tree to easily visualize that a new cage has been added and an RFID cage card holder needs to be placed. They will print a bar coded label that will cover the tree image and replace the steel cage card holder with an RFID cage card holder.

Cage cards can be used to record information as before, and will not interfere with the automated census.

You are welcome to create labels with your PI name, protocol, account number & contact information to easily add this information to the blank weaning cards provided.

Avery label 8160 is a perfect fit for this space.



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e-Protocol

## Need Help?

Problems with eProtocol: [orhelpdesk@osu.edu](mailto:orhelpdesk@osu.edu)

Questions about content (orders, census):  
[ularinfo@osu.edu](mailto:ularinfo@osu.edu) or contact one of the ULAR  
supervisors/veterinarians