Non-Commercial Supplier/Wild Caught Animal Order Form

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**PI sends the Animal Ethics Liaison the completed Non-Commercial Order Form via acsc@uvic.ca**

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**Non-Commercial/Wild-Caught Order Form** must include:
- Fast account
- Authorizing Signature (electronic version or signed/scanned form)

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Liaison verifies that the:
- PI has an approved/active Animal Use Protocol (AUP)
- species on the Non-Commercial Order Form matches the AUP

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Animal Health Technician (AHT) Coordinator contacts non-commercial supplier to collect required health status documentation and verify if a Material Transfer Agreement (MTA) is required.

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If MTA required, the Contracts Liaison from the Office of Research Services will assist AHT Coordinator in completing the process.

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Veterinary Director approves animal health records and communicates quarantine and testing requirements

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AHT Coordinator reviews cost estimates for quarantine and testing with PI. Once approved, the animal order is placed with non-commercial supplier/wild-caught animals are procured

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Animal Health Coordinator emails PI expected arrival date of the animals.

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**ANIMALS ARRIVE!**

Animal order, freight, (and delivery charges if applicable) are invoiced by Purchasing to the Fast account provided by the PI.