

# Non-Commercial Supplier/Wild Caught Animal Order Form

PI sends the Animal Ethics Liaison the completed **Non-Commercial Order Form** via [acsc@uvic.ca](mailto:acsc@uvic.ca)

**Non-Commercial/Wild-Caught Order Form** must include:

- **Fast account**
- **Authorizing Signature** (electronic version or signed/scanned form)

Liaison verifies that the:

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

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.

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

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

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

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

**ANIMALS ARRIVE!**

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