

Orders for Lab Animals and Custom Antibodies

Use of live animals for research, teaching or demonstration at Cornell, is regulated under the Animal Welfare Act and by Public Health Service agencies such as the NIH. All animals must be received, housed and cared for in compliance with federal and state regulations as well as Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) guidelines. It is the responsibility of each Animal Facility Manager to adhere to these regulations. All such activities must be approved by [Cornell's Institutional Animal Care and Use Committee \(IACUC\)](#). Approval is indicated by an approved IACUC protocol number in eSirius (the protocol management system). The acquisition of custom antibodies (see definition below) is considered the use of live animals, because animals are being used specifically for the purpose of a Cornell activity. Commercially available antibodies do not need IACUC approval because animals were not used specifically for the use by Cornell.

Each department/college/unit has specific individuals who purchase animals. If a department/college/unit needs to order animals, the purchaser must coordinate the order through the animal facility manager responsible for the animal facilities where the animals are to be housed. Purchase orders will be routed based on UNSPSC classification to the appropriate approving authority.

Definitions

Custom Antibodies are antibodies that are produced using antigens provided by or at the request of the investigator (i.e. not acquired off-the-shelf). The use of custom antibodies at Cornell University requires IACUC approval as outlined in [IACUC Policy #360: Obtaining Custom Antibodies from Live Animals](#).

Commercially Available Antibodies are antibodies that have already been produced and are available from external sources.

Procedures for authorizing the purchase of custom antibodies from an external source

1. Department procurement cards (pcards) cannot be used for the purchase of custom antibodies. Commercially available antibodies may be purchased with pcards.
2. Purchase Orders (PO) should be used for the purchase of custom antibodies. The Researcher should enter commodity code 98100000, for custom antibodies, in the Requisition. For commercially available antibodies, use commodity code 98xx0000.
3. Purchases with commodity code 98100000 will route to Research BSC staff for review: Leslie Planck (Imp32) or Charyl Barnes (cd88).
4. The Requisition should include the following information:
 - a. Name and contact information for the source of antibodies
 - b. Approved IACUC protocol number in the Description section. Requisitions without approved protocol numbers will not be approved until IACUC approval has been granted. Research BSC staff will send a note to the researchers attempting to purchase custom antibodies without an approved IACUC protocol and will copy the IACUC staff on the correspondence.
5. Research BSC staff will contact IACUC staff by email – Chris Bellezza (cab37) or Rob Felt (rjf243) for review of Requisitions
 - a. IACUC staff will review the Requisition and will check the protocol to verify that the source is listed in the IACUC protocol and that all required documentation is present.
 - b. IACUC staff will respond with either verification that the purchase can proceed or with instructions to wait until IACUC approval has been granted.

Buying Manual

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- c. IACUC staff will aid the Researcher in obtaining IACUC approval and appropriate documentation and will provide the approved IACUC protocol number to BSC staff.
- d. Once IACUC staff contact BSC staff with instructions to approve the Requisition, BSC staff will add the new IACUC protocol number to the Requisition (if required), and will route the Requisition to the appropriate account reviewers based on the account number provided in the Requisition.