

STAMP INCOMING SHIPMENT REQUEST SUBMISSION PROCESS

1. Log into Aries with your vuNet ID and password. Please note you must be listed as either the Investigator or the “PI Manager” in Aries in order to submit an incoming shipment request in STAMP. Investigators can assign the PI Manager roll in Aries at any time under “PI Collection” <https://aries.app.vumc.org/Login>

2. Select “My Protocols” and then “STAMP”

My Alerts My Protocols Protocol Reviews IACUC Agenda Regulatory DAC

Protocols Amendments Annuals Expiring Core Protocols STAMP

Total: 0 Filter By: All Draft and In-Process Requests Search By: All Columns Change Pt: Yu, Erin Manage Institutions of Origin

Create Request: Incoming Order Form

Status	STAMP #	Requisition #	Request ID	Request Type	Institution of Origin (IO)	Protocol #	Species	USDA?	Submission Date	# Animals Requested	Delivery Date Expected	Destination Fac. - Fl. - Room #
<empty list>												

3. Click on “Manage Institutions of Origin”

My Alerts My Protocols Protocol Reviews IACUC Agenda Regulatory DAC

Protocols Amendments Annuals Expiring Core Protocols STAMP

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<empty list>												

- If you do not see your Institution in the drop-down list, email DAC.shipments@vumc.org to add the institution. Please provide the institution name, state, and country.
- Once you receive confirmation that the institution has been added, proceed to step 4 to add institutional contacts.

4. Select the Institution of Origin (IO) you wish to receive a shipment from is listed, click the circle with the arrow next to the IO name to “Edit”

Manage STAMP Institutions of Origin (IO)

Total: 2 Search By: All Columns

Institution of Origin	Address	PI Contacts	Lab Contacts	Veterinarian Contacts	Shipping Contacts
Edit Institute	615 Westlake Ave N, Seattle, WA 98109-4301, USA	Samantha Crumbley		Ralph Castro	Bee W. Malmberg
Bates College	Suite P110, One Baylor Plaza, Houston, Texas 77030, United States	Jane Doe	John Doe	Beth Malachowsky	Mary Hughes

1-2 of 2

Add Institution of Origin

- Ensure the correct Veterinarian, Shipping Coordinator Contact, PI and PI lab contacted are listed. If a contact is not listed, select “Add Institution Contact”. Then “Save IO” to exit the page

Add Institution of Origin (IO)

If the institution of Origin has multiple locations, create a separate record for each one and indicate a specific location in the name of each. e.g., University of California - Davis, National Cancer Institute - Frederick.

Tip: Make changes to an IO and its contacts by clicking Manage Institutions of Origin on the STAMP tab.

* Institution of Origin (IO):

Street Address:

City:

State:

Zip:

Country:

Notes:

Click Add Institution Contact to add a new Institution of Origin (IO) contact. Each IO must have at least one veterinarian and one shipping contact.

Total: 4 Search By: All Columns

* Contact Type	* Name	* Email	* Phone
Veterinarian	Beth Malachowsky	brmaloch@bates.edu	1-234-567-8910
Shipping	Mary Hughes	mghughes@bates.edu	1-234-567-8911
PI	Jane Doe	jdoe@bates.edu	1-234-567-8912
Lab	John Doe	jndoe@bates.edu	1-234-567-8913

Add Institution Contact

- Exit “Manage STAMP Institutions of Origin (IO)” page

Manage STAMP Institutions of Origin (IO)

Total: 4 Search By: All Columns

Institution of Origin	Address	PI Contacts	Lab Contacts	Veterinarian Contacts	Shipping Contacts
Bates College	610 West Lake Ave N, Seattle, WA 98108-4301, USA	Samantha Cunningham	Rachel Carter	Beth W. Halpernberg	
Bates College	Suite P110 One Baylor Plaza, Houston, Texas 77030, United States	Jane Doe	John Doe	Beth Malachowsky	Mary Hughes

Add Institution of Origin



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- Select “Incoming Order Form” to start the incoming shipment request

- On tab one, select Protocol Number, Protocol Species, and Lab Contact for this request from the drop down list provided, then select “Next Tab”

- Select “Add IO” to choose the institution you wish to receive a shipment from. Click on the IO of your choice and “Save”

Institution of Origin	Address	PI Contacts	Lab Contacts	Veterinarian Contacts	Shipping Contacts
Allen Institute	615 Westlake Ave N, Seattle, WA 98109-4301, USA	Samantha Crumbley	Ralph Castro	Bea W. Malmberg	
Bates College	Suite P110, One Baylor Plaza, Houston, Texas 77030, United States	Jane Doe	John Doe	Beth Malachowsky	Mary Hughes

- Select "Add Institution Contact" to add the Veterinarian, Shipping Coordinator Contact, as well as the PI and PI Lab Contact you wish to receive mice from. Check the corresponding boxes next to the contacts needed and Save. Then go to the Next Tab

Edit Incoming Animal Request

Protocol Information | Institution of Origin | Animals Requested | Housing | Payment Information | Validation | Submission

*1. Institution of origin (IO):

Institution of Origin Address

Bates College Suite P110, One Baylor Plaza, Houston, Texas 77030, United States

+ Add IO

*2. Please select at least one veterinarian, one shipping, and one PI contact for the institution of origin.

Contact Type	Name	Email	Phone Number
< empty list > Please select one or more contacts for the institution of origin.			

+ Add Institution Contact

Institution of Origin List

Total: **4** Search By: All Columns X

Select	Contact Type	Name	Email	Phone Number
<input checked="" type="checkbox"/>	Veterinarian	Beth Malachowsky	brmaloch@bates.edu	1-234-567-8910
<input checked="" type="checkbox"/>	Shipping	Mary Hughes	mghughes@bates.edu	1-234-567-8911
<input checked="" type="checkbox"/>	PI	Jane Doe	jdoe@bates.edu	1-234-567-8912
<input checked="" type="checkbox"/>	Lab	Johh Doe	jndoe@bates.edu	1-234-567-8913

STAMP INCOMING SHIPMENT REQUEST SUBMISSION PROCESS

11. Answer each question regarding the Animals Requested for the shipment then select “Next Tab”

Edit Incoming Animal Request

Protocol Information | Institution of Origin | **Animals Requested** | Housing | Payment Information | Validation | Submission

Strain	# Males	# Females	# Either
C57BL6	2		
C57BL6		2	

[Add Strain](#)

1a. Enter the number of males per cage (optional; numeric only):

1b. Enter the number of females per cage (optional; numeric only):

***2.** Cage type:
Note: If the cage type for your animals does not appear in the list below, contact the STAMP Coordinator to have the cage type added. You will not be able to submit your request without selecting a cage type that is appropriate for the species you are requesting.

***3.** Do you want to refresh the center numbers from Topaz? (Answer Yes if the correct center numbers are not displayed in the dropdown options for questions 4 and 5.)
 Yes No

Success: Center numbers have been refreshed from Topaz.
The correct center numbers should be available in the dropdowns for questions 4 and 5. If not, please contact the Shipping Coordinator. You may do this by clicking Email SC below.

[Email SC](#)

***4.** Center number for per diem charges:

***5.** Center number for bill-to-staff account:

***6.** Is species USDA-regulated for transport?
 Yes No

***7.** Is this a colony relocation?
 Yes No

12. Answer each question regarding the housing needs of the shipment. If special needs are requested (special food, water, housing, health status, etc. it should be noted on this page. Once entered, select “Next

Tab”

Edit Incoming Animal Request

Protocol Information Institution of Origin Animals Requested **Housing** Payment Information Validation Submission

***1.a.** Select housing facility:
MED CTR NORTH II

***1.b.** Select floor:
7

***1.c.** Select room:
AA7203C

***2.** Immunocompromis ed?
 Yes No

***3.** Special diet required?
 Yes No

***4.** Is placement of environmental enrichment in caging approved?
 Yes No Not applicable

5. Special needs :
Expand +
Must be MNV free

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13. Choose which Institution is covering the cost of the transport for the shipment. The go to the Next Tab

Edit Incoming Animal Request

Protocol Information | **Institution of Origin** | Animals Requested | Housing | Payment Information | Validation | Submission

*1. Who pays for shipment?
 VUMC Institute of Origin (IO)

As statement of charges will be sent to you for your records .

3. Comments:

Expand +

14. The next tab will validate if the shipment request experiences any errors or warnings. If an error appears, go back to the page with the error to enter any missing information. If no errors or warnings, go to the Next Tab.

15. Note, if the protocol does not have the appropriate available number of animals, you will not be able to proceed with the request. Please modify the protocol to increase animal numbers before proceeding with the shipment request

Edit Incoming Animal Request

Protocol Information | Institution of Origin | Animals Requested | Housing | Payment Information | **Validation** | Submission

Form | Errors | Warnings
 No errors or warnings found.

Protocol Usage Information from Topaz

Protocol Number	Reference Number	Species	Stress Level	Authorized Amount	On Order Amount	Received Amount	Requested Amount	Available Amount
M1700199-01		Mouse	C	50000	0	22	0	49978
Total:				50000	0	22	0	49978

- Review the final submission form. If all is correct, select "Submit Request" on the bottom of the shipment request

Edit Incoming Animal Request

Protocol Information
Institution of Origin
Animals Requested
Housing
Payment Information
Validation
Submission

Institution of Origin (IO)

Institution of Origin (IO): Bates College
 Address : Suite P110, One Baylor Plaza, Houston, Texas 77030, United States

Contact Type	Name	Email	Phone Number
Veterinarian	Beth Malachowsky	brmaloch@bates.edu	1-234-567-8910
Shipping	Mary Hughes	mghughes@bates.edu	1-234-567-8911
PI	Jane Doe	jdoe@bates.edu	1-234-567-8912
Lab	Johh Doe	jndoe@bates.edu	1-234-567-8913

Animals Requested

Strain	# Males	# Females	# Either
C57BL6	2		
C57BL6		2	

Number of males per cage: 2
 Number of females per cage: 2
 Cage type: Mouse (VUMC)
 Center number for per diem charges : Yu, Erin N. - FF_300068.10
 Center number for bill-to-staff account : Yu, Erin N. - FF_300068.10
 Is species USDA-regulated for transport? No
 Is this a colony relocation? No

Housing

Housing room: MED CTR NORTH II - 7 - AA7203C
 Immunocompromised? No
 Special diet required? No
 Is placement of environmental enrichment in caging approved? Yes
 Special needs : Must be MNV free

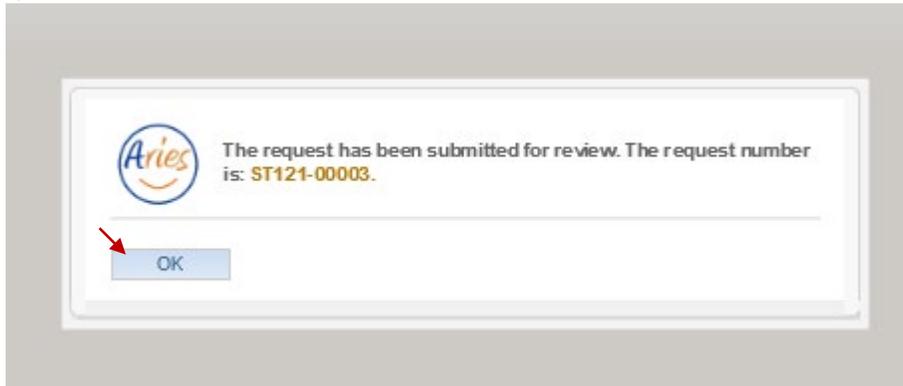
Payment Information

Who pays for shipment? VUMC
 Comment:

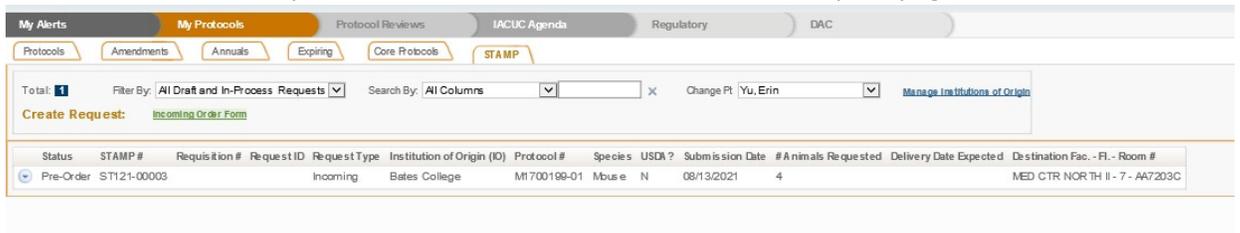
Submit Request

STAMP INCOMING SHIPMENT REQUEST SUBMISSION PROCESS

- Once the request is submitted, STAMP will assign the shipment a Request Number. This number should be reference when inquiring to the status of the shipment or with any concerns or questions



- You will now see the shipment listed as "Pre-Order" on the STAMP request page



Status	STAMP #	Requisition #	Request ID	Request Type	Institution of Origin (IO)	Protocol #	Species	USDA?	Submission Date	# Animals Requested	Delivery Date Expected	Destination Fac. - Fl. - Room #
Pre-Order	ST121-00003			Incoming	Bates College	MI700198-01	Mbus e	N	08/13/2021	4		MED CTR NORTH II - 7 - A47203C

Congratulations! You have now submitted your first incoming shipment request in STAMP. We hope to have outgoing shipments submitted similarly in the near future to assist you in all your shipment research needs.