- 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" <u>https://aries.app.vumc.org/Login</u>
- 2. Select "My Protocols" and then "STAMP"

My Alerts	My Protocols	Protocol Reviews	IACUC Agenda	Regulatory	DAC		
Protocols Amendme	nts Annuals E	cpiring Core Protocols	STAMP A				
Total: 0 Filter By:	All Draft and In-Process Requ	ests V Search By: All Colu	mrs V	X Change Pt Yu.	rin 🔽	Manage Institutions of Origin	
Create Request:	incoming Order Form					manage in concrete of origin	
Status STAMP# Requis	ition # Request ID Request T	ype Institution of Origin (10) F	rotocol# Species USDA?	Submission Date #A nimals Re	equested Delivery Date I	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 A	Amendments Annuals	Expiring Core Protocols	STAMP			\sim
Total: 0	Fiter By: All Draft and In-Process Re	equests 🔽 Search By: All Colu	mns 🔽	X Change Pt Yu, Er	in 🗸	Manage Institutions of Origin
Create Reques	st: Incoming Order Form					
Status STAMP#	Requisition # Request ID Reque	st Type Institution of Origin (10) I	Protocol# Species USDA? S	ubmission Date #A nimals Rec	quested DeliveryDateB	expected Destination Fac Fl Room #
< empty list >						

- If you do not see your Institution in the drop-down list, email <u>DAC.shipments@vumc.org</u> 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)

Inc titution of Origin	Address	PIContacts	Lab Contacts	Veterinarian Contacts	Shipping Contacts
Edit itute	615 Wes take Ave N, Seattle, WA 98109-4301, USA	Samantha Crumbley		Ralph Cas tro	Bea W. Malmberg
Bates College	Suite P110, One Baylor Plaza, Houston, Texas 77030, United States	Jane Doe	Johh Doe	Beth Malachows ky	Mary Hughes
🖲 1-2 of 2 🕑	ы				

5. 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

rip: make changes t	o an IO and its contacts by click	ing Manage Institutions of Origin on the S	STAMP tab.
* Institution of Origi	n (IO): Bates College		
Street Address:	Suite P110, One Baylor	Plaza	
City:	Hous ton		
State:	Texas		
Zip:	77030		
Country:	United States		
Olish Add Iss Shiftson			×
Click Add Institution shipping contact. Total: 4	Contact to add a new Institution Search By: All Columns	n of Origin (IO) contact. Each IO must hav	e at least one veterinarian and one
Click Add Institution shipping contact. Total: 4 * Contact Type	Contact to add a new Institution Search By: All Columns 🔽 * Name	n of Origin (IO) contact. Each IO must hav	e at least one veterinarian and one * Phone
Click Add Institution shipping contact. Total: 4 * Contact Type Veterinarian	Contact to add a new Institution Search By: All Columns 💟 * Name Beth Malachows ky	* Email brmalocho@bates.edu	* Phone 1-234-567-8910
Click Add Institution shipping contact. Total: 4 * Contact Type Veterinarian	Contact to add a new Institution Search By: All Columns 🔍 * Name Beth Malachows ky Mary Hughes	* Em ail brmshocho@bates.edu	* Phone 1-234-567-8910 1-234-567-8911
Click Add Institution shipping contact. Total: 4 * Contact Type Veterinarian Shipping PI	Contact to add a new Institution Search By: All Columns 💟 * Name Beth Malachows ky Many Hughes Jane Doe	* Em ail brmalocho@bstes.edu jdoe@bates.edu	* Phone 1-234-567-8910 1-234-567-8911 1-234-567-8912
Click Add Institution shipping contact. Total: 4 * Contact Type Veterinarian Shipping PI Lab	Contact to add a new Institution Search By: All Columns 💟 * Name Beth Malachows ky Mary Hughes Jane Doe Johh Doe	* Em ail brmalocho@bates .edu jdoe@bates .edu jndoe@bates .edu	* Phone 1-234-567-8910 1-234-567-8912 1-234-567-8913

6. Exit "Manage STAMP Institutions of Origin (IO)"



7. Select "Incoming Order Form" to start the incoming shipment

ro	\sim	100	+
re	CII.	16.	51

My Alerts My Proto	ocols Protocol Reviews	IACUC Agenda	Regulatory	DAC		
Protocols Amendments A	nnuals Expiring Core R otocols	STAMP				
Total: Total:	In-Process Requests V Search By: All Ca	olumns	X Change Pt Yu, Erin	V	Manage Institutions of Origin	
Status STAMP# Requisition # Requ < empty list >	est ID Request Type Institution of Origin (IO)	Protocol # Species USDA? Subm	nission Date #A nimals Reques	ited DeliveryDateE	xpected Destination Fac FL - F	Room #

8. On tab one, select Protocol Number, Protocol Species, and Lab Contact for this request from the drop down list provided, then select "Next Tab"

Bedit Inco	oming Animal Request
Protocol Informat	tion Institution of Origin Animals Requested Housing Payment Information Validation Submission
*1. Protocol num M1700199-0	nber: 01 🔽
*2. Protocols per Tip: If the spe Mouse	cies : ecies you are requesting is not in the dropdown below, please contact the STAMP's hipping coordinator. A cage type's uitable for the species must be added to STAMP before you can select it.
 Select the lab Yu, Erin 	b contact for this order.

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

Conclusioning Amina Request						
Protocol Information Institution of Origin Animals Requested Housing Payment Inf	ormation Validation	Submission				
*1. Institution of origin (IO):						
Institution of Origin Address						
< empty list >Please s elect an institution of origin.						
Add IO						
In stitution of Origin Click a row to choose from the Institution of Origin (IO) list and then click Save or click th STAMP tab.	e Add New/O button be	low if the institu	ition is not listed. Tip: M	ake changes to an IO	and its contacts by clicking Manage Instituti	ons of Origin on the
Total: 2 Search By: All Columns V Save Cancel	×	A	dd New IO			
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 Cas to	Bea W. Malmberg		
Bates College Suite P110, One Baylor Plaza, Houston, Texas 77030, United State	s Jane Doe	Johh Doe	Beth Malachowsky	Mary Hughes		

10. 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

1	Edit	Incoming	Animal Reques	st		
Pro	tocol Info	mation Inst	titution of Origin	Animals Requested Ho	using Payment Infor	mation Validation Submission
*1	. Institut	ion oforigin (IC)j:			
	Institu	tion of Origin	Address			
C	Bates	College	Suite P110, One Bay	lor Plaza, Houston, Texas	77030, United States	
() Add I	5				
*2	. Please	select at leas	t one veterinarian, one	eshipping, and one PI co	ntact for the institution	of origin.
	Contact	Туре	Name Er	nail Phone Numbe	r	
< e	mpty list	>	Please select one of	r more contacts for the ins	titution of origin.	
	Add Ir	ution of Ori	act i gin List earch By: All C	olumns 🔽	>	<
	Si	ave	Cancel			
	Select	Contact Type	Name	Email	Phone Number	
		Veterinarian	Beth Malachowsky	brmalocho@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	
l						

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

Number Median (Delay) Primate Requested Filewick Editorial String # Marks # Remarks # Elimit (OFTRA 0 2 2 (OFTRA 0 2 (Add String) 2 Add String 1. Elimite the number of mails per coge (pational, num ex only): 2 (Delay ber in the number of termides per coge (pational, num ex only): 2 2 (Delay ber in the number of termides per coge (pational, num ex only): 2 2 (Delay ber in the number of termides per coge (pational, num ext only): 2 2 (Delay ber in the ber of termides per coge (pational, num ext only): 2 2 (Delay ber in the ber of termides per coge (pational, num ext only): 2 2 (Delay ber in the ber of termides per coge (pational, num ext only): 2 2 (Delay ber in the ber of termides per coge (pational, num ext only): 2 2 (Delay ber in the ber of termides per coge (pational, num ext only): 2 2 (Delay ber in the ber of termides per coge (pational, num ext only): 3 Coope type: Name: Uber ope an indust to motions tom Toge? 4 0 0 1 0 1 0 1 0 1 0 1 1 1	a Edit Incoming	animal Reque	st		
Strain # Males # females O'R56 2 2 2 And Strain 1a. Ends for number of male per cape (options) (num orb cont): 2 2. Get pice: Note: (MAC) A bits for number of familes per cape (options) (num orb cont): 2 2. Get pice: Note: (MAC) Secret: Carlier numbers from Toppe? (Answer Yes If the context orbits to the species (not expect on the species you are requestered) 3. Dopouter strained from Toppe? 4. Secret: Carlier numbers have been reflected from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 4. Secret: Carlier numbers to the depotered from Toppe? 5. Secret: Carlier numbers to the depotered from Toppe? 6. Secret: Carlier numbers to the table to the depotered from Toppe? 7. W LEMIN - F. SecretCarlier Secret: Sec	Protocol Information	stitution of Origin An	imals Requested Housin	g Payment Information	Valdation Submission
OrTELS OrTELS 2 Add Strain 1a. Entire the number of mailes per cage (optional, num eric only): 2 1b. Entire the number of mailes per cage (optional, num eric only): 2 2. Cages type: Note: (MAC) Note: (MAC) 3. Do journantia does not appear in the lis Liebles, contail the STAP Coordinator to have the cage type added. You will not be able to submityour request without steading a cage type that is appropriate for the space spouse enquests for: Note: (MAC) 3. Do journantia to the number of tam Tappe? (Answer) Yes if the context onset in the displayed in the displayed in the displayed on goings for questions 4 and 5. Yes 9. Too journantia to the per determines them Tappe? (Answer) Yes if the context onset in the Stipping Coordinator. You may do this byrdising Email SC below. Exers (UAC) Yes 9. Context numbers if too the per determines the displayed in the displayed on the Stipping Coordinator. You may do this byrdising Email SC below. Exers (UAC) Yes 9. Context numbers if too the per determines the displayed in the displayed on the You may do this byrdising Email SC below. Exers (UAC) Yes 9. Societies (SDAnguided to the per determines) 9. No.	Strain	# Males	# Females	# Ether	
Corrected runnber for parkets have been referabled from Topse: Correcte runnber for parkets and St. Topse: Correct runnber for parkets and St. Topse:	C57BL6	2			
A dd Strain A dd	C57BL6		2		
1a. Enter the number of males per cage (optional, num eric only): 2 1b. Enter the number of females per cage (optional, num eric only): 2 cage type: Note: (If the cage type for your animals does not appear in the is toelow, contact the STAPP 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 specie you are requesting. Note: (UND) ✓ 3. Do you want to interes in the careter numbers from Topac? (Answer Ves if the correct careter numbers are not dis played in the dispotent options for questions 4 and 5.) Visc. No Success: Center numbers have been refreshed from Topac? The correct center numbers is bould be available in the dispotery for questions 4 and 5. If not please contact the Shipping Coordinator. You may do this bysicking Email SC below. Email SC 4. Center numbers for per diven dange:: Visc. Email SC 5. Device number for per diven dange:: Visc. Email SC 6. Levice number for bibliostaff account. Visc. Email SC 6. Levice number for bibliostaff account. Visc. Email SC 7. Is this aclony relocation? Visc. Email SC Visc. Email SC 8. species USDAnegulated for trans port?	Add Strain				
1b. Enter the number of females per cage (optional, num mic only): 2 2. Cage type: Note: If the cage type foryour 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. Abuse (ULIC) ✓ 3. Do you want to teste h the center numbers from Topuz? (Answer Yes if the contex numbers are not displayed in the displayed in the displayed on policies for questions 4 and 5.) ✓ ws No Success:: Center numbers have been refreshed from Topuz? The contract onter numbers is hould be available in the displayers for questions 4 and 5. If not plasses contact the Shipping Coordinator. You may do this by clicking Email SC below. Email SC 4. Center numbers for per diem charges: Yu, Ein NFF_300088 to V 5. Over the number for biblios talf account Witchmin - FF_300088 to V 4. Is the calcular busic that pray: Yu, Ein N FF_300088 to V 5. Over the number for the stress port? ✓ ws No	1.a. Enter the num	mber of males per cag	ge (optional; num eric only):		
2. Cage type: Note: If the cage type for your animals does not appear in the list below, contact the STANP Coordinator to have the cage type added. You will not be able to submit your request without's electing a cage type that is appropriate for the species you are requesting. Moure (UUNC)	1.b. Enter the num	mber of females per o	age (optional; num eric only):		
Note: If the cage type for your animals does not appear in the list below, contact the STARP 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. No No 3. Do you want to refers the center numbers from Topse? (Answer Yes if the correct center numbers are not displaged in the dropdown options for questions 4 and 5.) Ves No Success: Center numbers have been refershed from Topse? The correct center numbers is hould be available in the dropdown options for questions 4 and 5.) Final SC 4. Center numbers is bould be available in the dropdown options for questions 4 and 5. If not please contact the Shipping Coordinator. You may do this by disking Email SC below. Email SC 4. Center numbers for per diem charges: Yu. Ein Nu - FF_300008.10 [v] 5. No 6. Is species USDAregulated for thans port? Ves No 7. Is this a colony relocation? Ves No	*2. Cage type:				
33. Do you want to refers h the center numbers from Topsz? (Answer Yes if the correct center numbers are not displayed in the dispdown options for questions 4 and 5.) ○ Yes ● No Success: Center numbers have been refershed from Topsz. The correct center numbers is hould be available in the dispdowrs for questions 4 and 5. [fnot please contact the Shipping Coordinator. You may do this by clicking Email SC below. Email SC 4. Center numbers for per diem charges: [Yu Erin N - FF 300006.10] 5. Center number for bill-to staff account Multi Erin N - FF 300068.10] × 6. Is species USDA-regulated for trans port? ○ Yes ○ 7. Is this a colony relocation? ○ Yes ○ Yes	Note: If the cage type	e for your animals doe	s not appear in the list below	, contact the STAMP Coordine	abr 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.
Success: Center numbers have been refreshed from Topa: The correct center numbers is hould be available in the dropdowrs for questions 4 and 5. Ifnot please contact the Shipping Coordinator. You may do this by dicking Email SC below. Email SC 4. Center number for per diam charges: Yu, Erin N FF_300068.10 ▼ 5. Center number for bill-to staff account Yu Erin N FF_300068.10 ▼ 6. Is species USDA-regulated for trans port? ○ Yes ● No 7. Is this a colony relocation? ○ Yes ● No	 Do you want to refress Yes N 	s h the center numbers o	from Topaz? (Answer Yes it	the correct center numbers a	are not dis played in the dropdown options for questions $4\text{and}5.)$
4. Center number for per diem charges: Yu, Ein NFF, 300088 10 ▼ 5. Center number for billio staff acount Yu, Ein NFF, 300088 10 ▼ 5. Center number for billio staff acount Yu, Ein NFF, 300088 10 ▼ 6. Is species USDAregulated for trans port? ○ Yes ● No 7. Is this a colonyrelocation? ○ Yes ● No	Success: Center nur The correct center nu Email SC	mbers have been refre Imbers should be avai	ished from Topaz. Ilable in the dropdowns for q	uestions 4 and 5. Ifnot, pleas	se contact the Shipping Coordinator. You may do this by clicking Email SC below.
Yu, Erin N FF_300086 10 ♥ Sc. Center number for biHo staff account Yu, Erin N FF_300008 10 ♥ Sc. Is species USDAregulated for transport? Ves No 7. Is this a colony relocation? Ves No	*4. Center number for p	er diem charges :			
5. Center number for bilHo-staff account Yu Erin N - FF_300048.40 ✓ 5. Is species USDAregulated for trans port? ○ Yes ● No 7. Is this a colony relocation? ○ Yes ● No	Yu, Erin N FF_300	068.10 🔽			
	*5. Center number for b	ill-to-staff account			
%6. Is species USDAregulated for trans port? O Yes No 7. Is this a colony relocation? O Yes No	TU, ERININ, - PP_300	068.10			
O Yes No 7. Is this acolony relocation? O Yes No	*6. Is species USDA-reg	gulated for trans port?			
7. Is this a colony relocation? ○ Yes ● No	O Yes 🔍 N	0			
7. b this a colony relocation? ○ Yes ● No					
U Yes 🔍 No	*7. Is this a colony reloc	sation?			
	U Yes IN	0			

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

dit Incor elect housin D CTR NOI . Select 7 . Select	Institution Instit	nimal Re	Animals R	equested	Housing	Payment hform	ation Vali	fation S	ubmission	
n formation elect housin D CTR NOI . Select . Select	Institution ng facility: RTH II floor:	on of Origin	Animals R	aquested	Housing	Payment h form	ation Vali	lation S	ubmission	
elect housin D CTR NOP Select 7	ng facility: RTH II floor:				· ·]				
D CTR NO	RTH II floor:				~]				
. Select	floor:									
. Select										
AA7203C	room:									
nunocompr Yes (romised? • No									
ecial diet rei	quired?									
lacement o Yes (fenvironn ONo	iental enric O Not	hment in cag applicable	ing approved	?					
cial needs :							Expand +			
Aust be N	/INV free	9								
	Yes (Yes (Yes (Yes (Yes (Cial needs :	Yes No acial diet required? Yes No lacement of environm Yes No cial needs :	Yes No Acial diet required? Yes No Isocement of environmental enric Yes No No Cial needs : Must be MNV free	Yes No acial diet required? Yes No Isocement of environmental enrichment in cag Yes No No Not applicable cial needs : Must be MNV free	Yes No Acial diet required? Yes No Iscement of environmental enrichment in caging approved Yes No No Not applicable Cial needs : Must be MNV free	Yes No Acial diet required? Yes No Iscement of environmental enrichment in caging approved? Yes No Not applicable Cial needs : Must be MNV free	Yes No acial diet required? Yes No Iscement of environmental enrichment in caging approved? Yes No Yes No Ves No Ves No Iscement of environmental enrichment in caging approved? Yes No Vo Not applicable cial needs : Iscementation Must be MNV free Iscementation	Yes No acial diet required? Yes No Iscement of environmental enrichment in caging approved? Yes No Ves No Ves No Ves No Ves No Ves No No Not applicable cial needs : Expand Must be MNV free ************************************	Yes ● No acial diet required? Yes ● No lacement of environmental enrichment in caging approved? Yes ● No ● Not applicable cial needs : Expand ◆ Must be MNV free	Yes No acial diet required? Yes No Iscement of environmental enrichment in caging approved? Yes No Ves No Iscements: Expand *

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

a Edit Incoming A	nimal Request
Protocol Information Institu	ion of Origin Animals Requested Housing Payment Information Validation Submission
*1. Who pays for shipment	?
VUMC O In:	titute of Origin (IO)
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

Protocol Information Institution of Origin Animals Requested Housing Payment Information Validation Submission
Form Frors Warnings
Form Frors Warpings
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

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

cormation	Institution of Origin	Animals Requested	Housing Paym	ent information Validation Submission
Institution of O	Prigin (IO)			
Institution of O	rigin (IO):Bates Colle	ge		
Address :	Suite P110,	One Baylor Plaza, Housto	on, Texas 77030, U	Inited States
Contact Type	Name	Email	Phone Number	
Veterinarian	Beth Malachowsky	brmalocho@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 Reque	batad			
and a second				
Strain #M	ales #Females #E	äther		
C57BL8 2				
C57BL6	2			
Number of me	las nar cana:	2		
Number of fam	nelles per cage.	2		
Cane type:	iales per caye.	Z Mouse (MUMC)		
Center numbe	r for per diem charoe	s: Yu. Erin N FF 300	0068.10	
Center numbe	er for bill-to-staff accou	Int Yu, Erin N FF_30	0068.10	
Is species US	DA-regulated for trans	port?No		
Is this a colony	y relocation?	No		
Housing				
Hous ing room	ц:	MED C TR NOR TH	II - 7 - AA7203C	
Immunocomp	romis ed?	No		
Special diet re	quired?	No		
is placement of in caging appr	of environmental enric oved?	hmentYes		
Special needs	:	Mustbe MNV free		
r ayment inton	madon			
Who pays for s	hipment?VUMC			
Comment				

17. 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

Arier	The request has been submitted for review. The request number
(Unites)	is: ST121-00003.
OK	

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



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.