How To Request Services

All requests should originate from the LAR website: <https://www.research.colostate.edu/lar/>

* Under the “LAR Services” tab, click on “Work Orders/Animal Transfers/Cage Card Requests” and log in with your CSU eID/password

Work Orders for Tech Services/General Services:

* From the LAR Forms main page, click on the link for Work Order Request Form
* Begin to fill out the work order request. The WO category should best match the service you are in need of.
	+ Select “**Vet Tech Services**” for:
		- Euthanasia (sacs)
		- Technical services supplies (such as anesthesia machines or equipment, isoflurane refills, surgical supplies, medications, or controlled substances)
		- To schedule use of the Surgery or Necropsy rooms
		- Any procedure that you would like LAR vet staff to complete
		- \*\*Do NOT enter in animal transfer requests through this form. Please use the designated “Animal Transfer Request” form\*\*
	+ Select “**Supply Order**” for:
		- Scheduling the movement of caging/medical supplies from one *building* location to another *building* location
	+ Select “**Facility/Animal Care Concerns**” for:
		- Reporting facility maintenance issues, i.e. chipped paint, broken equipment in the room, removal of screws/nails in walls
		- Reporting Animal Care Concerns, i.e. broken caging, room cleanliness
	+ Select “**General**” for:
		- Any miscellaneous request that does not fall into the other categories
* The “Date Service Required” must be set for two business days in the future.
	+ **LAR IS NOT ABLE TO ACCOMMODATE SAME DAY REQUESTS**
	+ Submitting requests at least 2 business days in advance will greatly help LAR staff to meet your needs in a timely manner.
* Continue to fill out the white boxes in the form. If you do not know the value that should be in that box, enter in “N/A”.
* In the Requester Comments section, relay any pertinent information about your request (e.g. cage card numbers, amounts of supplied needed, time frames, special instructions).