



## Completing the Requisition

There are several formats for requisitions. Available in Word, Excel, Normal, Date/Sample, Time/-Date/Sample. If you use an excel format, please send the electronic version via email to the lab and include a printed copy with the samples.

If you need a different format, please contact the laboratory at 919 277- 0822 for the format that will fit your requirements.

Please complete all sections of the requisition in a GLP manner if this is a GLP study. Crossout unused portions of the requisition, initial and date the crossout. If you use arrows for the Group or Sex, initial and date the end of the arrow.

Use the Protocol number or Study number from the protocol. Do not use a different number. If you do not have a protocol (non-GLP research study), use an identifier that you will recognize.

Time period means Day 1, Week 3, Terminal etc. This will be used on the data report, even if it does not match the protocol designation. Note this is not the time of day of the collection. If time of collection is required, see above for a different requisition.

Identify the species.

If the animals are not assigned to a Group, write NA or crossout this section, initial and date.

For gender, use M for male or F for Female. If other designations are required, please footnote this at the bottom of the requisition.

Do not write in the section for laboratory use.

Sign and date on the bottom left that you inventoried the samples and all that appear on the requisition are being sent. Again, if you are using an Excel format; send an electronic copy to the lab and include a printed copy with the samples.

Complete the Sample Alert Notice form in the same manner and FAX the notice to ANTECH Diagnostics® GLP. Contact FedEx for the pickup.