



Longwood SAIF Checklist

Making your experience easier.

Before Your Appointment

- Contact the Longwood SAIF to discuss your experiment.
- Select the appropriate modality for your experiment.
- Download the **SAIF animal protocol boilerplate language** and either a **SAIF Import form** (non-BIDMC SL 3rd floor ARF) or **SAIF Transport form (only for animals from BIDMC SL 3rd floor ARF)** from the website. *(Note: If you are importing animals to the BIDMC, your veterinarian will need to provide a health report from your animal facility.)*
- Submit a protocol and/or an amendment to your IACUC committee.
- Receive approval for your protocol and/or amendment from your IACUC committee.
- Send a copy of the IACUC approval letter to Longwood SAIF via fax (617-975-5016) or email (info@longwoodsaif.org).
- Send a copy of the import or transport form to Longwood SAIF via fax (617-975-5016) or email (info@longwoodsaif.org).
- Receive notification that all documents are in place (i.e., all animals can come to the facility).
- Prepare your experiment as much as possible at your facility to minimize charged time.
- Transport animals to the Longwood SAIF only in disposable cardboard transport containers (e.g., Taconic Transit Cages™; <http://www.taconic.com/library/ttc.htm>).

After Your Appointment

- Make sure you leave with the CD, DVD, or USB memory stick that contains your data.
- Verify that you take back any supplies and equipment you brought to the Longwood SAIF.
- Any carcasses that are being used for necropsy are properly secured, packaged in a non-transparent container, and ready for transport.
- Leave with a copy of your invoice showing the correct charge time.