

Longwood SAIF Checklist

Longwood Small Animal Imaging Facility at the Beth Israel Deaconess Medical Center

Longwood Small Animal Imaging Facility

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 Longwood 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 (etrabucc@bidmc.harvard.edu).
- Send a copy of the import or transport form to Longwood SAIF via fax (617-975-5016) or email (etrabucc@bidmc.harvard.edu).
- Sign User's Agreement and return to Longwood SAIF staff.
- Receive notification that all documents are in place (i.e., all animals can come to the facility).
- Register online at Longwood SAIF using our web-based registration system.
- 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 transport crates [Cat. # Con_TTC clr]).

After Your Appointment

- Make sure you leave with the CD or DVD 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 and ready for transport.
- Have a copy of your invoice with the correct charge time.