



## Animal Care FAQ's for Per Diem/Animal Ordering

For an Investigator new to Rutgers University below FAQs may help answer many questions you may have regarding our per diems costs and inquiries related to animal ordering.

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1. What is an animal per diem?

A per diem is a per-day charge assessed to recover a portion of the money spent on care, procurement, and support of animals used in research. Per diem rates are established by the University and routinely reevaluated to determine proper cost recovery. Per diems will be charged for each day that a cage or animal is within a RUAC managed space. Routine cage/animal census counting will be based upon RUAC policies and standard practices.

2. What is included in per diem rate?

- a. Feed, bedding and enrichment materials in accordance with the RUAC's Standard Operating Procedures (SOP)
- b. Routine and standard husbandry that includes cage changing and sanitation in accordance with Public Health Service National Institutes of Health guidelines and standards published in the Guide for the Care and Use of Laboratory Animals
- c. Daily animal health monitoring and routine sentinel evaluation
- d. Routine health care (Diagnostics & Treatment)
- e. Emergency Care (Not caused by research protocols)
- f. Self-Injury Care (Suturing, wound care)
- g. Daily Vet and Vet Tech Rounds
- h. Routine dental care
- i. Occupational health monitor or exposures including animal bites and scratches
- j. Disease outbreak management (Manpower, PPE, diagnostics and lab tests, etc.)
- k. Euthanasia-related carcass or tissue disposal
- l. Diagnostic necropsies
- m. Training & protocol development

- n. Animal procurement services
- o. Routine facility inspections, maintenance and repairs
- p. Routine billing

3. What is not covered by per diems?

- a. Quarantine Assays
- b. Quarantine management from unapproved vendors
- c. Special husbandry requests
- d. Rederivation procedures
- e. Research Activities (Injections, Tissue samples, Anesthesia, Surgical Support Post-Op care, and breeding services)
- f. Special technical services including drugs, supplies or materials requested by PIs
- g. Special PPE request
- h. Unapproved transfers, imports/exports or shipping costs
- i. Emergency care or treatments caused by research activities
- j. Research related necropsies
- k. Shipping and crate fees
- l. Import & Export fees
- m. Extra cage changes beyond RUAC standard practices due to research model or protocol requirements
- n. Special equipment/room installation, storage, or removal costs
- o. Special housing or room segregation requests
- p. Dedicated housing or procedure room requests

4. What are Animal Care Days?

An Animal Care Day is a single day that the cage or individual animal has been under the care of RUAC. Please refer to the per diem rate schedule for the most up-to-date rate and to determine the unit of measure for the species of interest.

5. How are per diem charges computed?

Per diem charges are computed on a monthly basis and consist of adding the total number of animal care days and multiplying that by the respective rate. For instance, if there are 10 cages of animals over a 30-day period, in which the per diem rate is \$1/cage, the total per diem charge will be calculated as:

$$10 \text{ cages} * 30 \text{ days} * \$1 \text{ per cage} = \$300 \text{ total per diem charge}$$

6. What is an approved animal vendor?

Approved vendor status is determined by RUAC veterinary staff based on the following criteria:

- a. Quality control and testing results provided by the vendor
- b. Vendor reputation
- c. Facility tours by CMR
- d. Test data available from other institutions

RUAC maintains a list of approved vendors for each species. Animals acquired from approved vendors can be ordered and received according to established procedures.

7. What is an unapproved animal vendor and what is difference from an approved animal vendor?

Animals from non-approved sources may be subject to special quarantine, isolation and/or testing procedures and may not be allowed in certain facilities. Investigators wishing to have a vendor included as an approved vendor should contact the Director of Animal Care. The unapproved vendor will be vetted and once accepted by the Director of Animal Care, the vendor will be required to submit the necessary requirements to Rutgers University's Procurement in order to set-up the vendor in the Procurement System. Upon the Procurement Office's review of documents submitted, the vendor is accepted as an approved vendor.

8. How do I place an animal order with an approved vendor?

To place an order with an approved vendor, please visit:

[Rutgers Animal Care | Animal Orders](#)

9. What is the cost to use the centralized animal ordering process?

There is no additional cost to use the RUAC centralized animal ordering process for all orders received prior to the Wednesday, 5pm weekly deadline. In fact, some vendors offer special pricing and discount opportunities for animals purchased by RUAC. For more information regarding participating vendors and the ordering process, please contact RUAC Finance at (TBD, one e-mail address covering both the North and South Campus).

10. How can I avoid a late fee charge for my animal order?

Animal orders must be submitted prior to Wednesday, 5pm for orders arriving in the following week. Any orders submitted after the deadline are subject to individual vendor delivery deadlines and may not be deliverable on the requested date. Late orders that are deliverable, are subject to a late fee by RUAC.

11. What are Facilities and Administrative Costs?

The most current F&A rates can be found at the following site:

<https://costanalysis.rutgers.edu/facilities-and-administrative-cost-rates-0>

12. What is included in Facilities and Administrative Costs?

A description of the areas of covered by the F&A rate can be found at the following site:

<https://orsp.rutgers.edu/facilities-and-administrative-costs>