

The holidays are finally here. As you may be aware during UTSA holiday/skeleton crew days – LARC will be functioning on a shortened schedule, while still meeting your animal and research needs.

Please be aware of the following deadlines and service hours during the Thanksgiving and Christmas/Winter break:

LARC Administrative Offices

November

LARC Office will be closed Thursday 22 & Friday 23.

- Normal office hours will resume, Monday November 26th

DELIVERY SCHEDULE

- Envigo will not deliver to UTSA the week of **Monday, November 19.**
- All other vendors (CRL, JAX, and Taconic) will deliver as regularly scheduled in November.
- **Normal delivery will resume Monday, November 26, 2018.**

HOWEVER, please note for **all vendors** - due to Thanksgiving holidays, orders for Monday, November 26th should have been placed no later than **Monday, November 19, at 3pm CST** to allow for admin processing time.

December

LARC Office will be closed Monday 24 – Thursday 27 and Monday 31 - Tuesday, Jan 1.

- Normal office hours will resume January 2

Skeleton LARC office hours are 8:00am - 12:00pm on December 28th

Please note: Animal receipts will be delayed due to Holiday schedule

DELIVERY SCHEDULES

Week of December 24th

- Taconic and Jackson Laboratories (JAX) – **Monday, December 24**
 - Please submit all Animal Purchase Requests to LARC no later than **3:00pm, December 19**
- Envigo and Charles River (CR) – **no deliveries**

Week of December 31st

- Charles River (CR), Taconic and Jackson Laboratories (JAX) - – **Monday, December 31**
 - Please submit all Animal Purchase Requests to LARC no later than **3:00pm December 19**
 - Envigo – **no deliveries**
 - Animal delivery resumes week of January 7, 2019
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LARC Anesthesia Cart Reservations (ACR)

Please anticipate your ACR needs during the upcoming holidays to ensure availability.

Please send your e-mail requests by the following deadlines for ACR during the holidays:

- Thanksgiving work holidays, including weekend (Nov 22nd – 25th): Please send your request in no later than **3 pm, Wednesday, Nov 21st**
- Christmas Holiday/Winter break skeleton crew days (Dec 24th – Jan 1st):
 - Christmas week (Monday, Dec 24th – Friday, Dec 28th, including weekend): Please send your request in no later than **2 pm, Friday, Dec 21st**.
 - New Year's Holiday (Monday, Dec 31st – Tuesday, Jan 1st, 2019, including weekend): Please send your request in no later than **9 am, Friday, Dec 28th**.

Please email: Laurie Long and Miguel Torres (laurie.long@utsa.edu and miguel.torres@utsa.edu) to submit/schedule your AC reservation.

IMPORTANT NOTE: We understand you may not be able to anticipate all your needs during the holidays, due to the nature of animal research. Due to holiday staffing - **Please provide us a minimum of 24 hrs on any during UTSA holidays.** If you do not receive an email on the request within the 24 hr period, please contact the on-call supervisor (210-229-0002).

Research Lab Contacts during Holidays:

IMPORTANT: Please notify the LARC if there are changes to staffing/emergency contacts for the holidays. Otherwise, the LARC will follow established SOPs and communicate via information previously provided by you and your lab. Please do share the information in this notification with your lab staff.

LARC Special Services:

If there will be any deviation to services the LARC is providing your lab/protocol (e.g. feeding on weekends, etc.) via "Special Service Request" – please contact LARC main office 210-458-6692 or larc@utsa.edu

LARC Holiday Contact:

Non-emergency, non-urgent matters:

Send/leave a message at larc@utsa.edu or LARC office: 210-458-6692. LARC staff will contact you as soon as normal office hours resume.

Emergency/Urgent matters:

Call the on call Supervisor pager: **210-229-0002**

Once you hear the beep, enter in your contact number via your phone keypad. LARC staff will respond quickly.

If you have any questions, please feel free to contact us. On behalf of the LARC we are wishing you and families - a wonderful and blessed Holiday Season and a Merry Christmas!