



Notice regarding Sigma and Life Technology Orders via SmartCart

Certain items ordered through SmartCart from Sigma and Life Technology are automatically coded/categorized as an ARC item so that they are routed for additional review and approval. This is a system issue that we are unable to change.

When ordering from Sigma or Life Technology DO NOT include items from any other vendors on your order. Sigma orders should only include Sigma items and Life Technology orders should only include Life Technology items.

Follow these steps when ordering items from Sigma or Life Technology.

If a Sigma/Life Tech item is being used in animals:

- At Checkout, choose Dr. John Durfee as the ship to address. Dr. Durfee's CWRU net is jwd7
- List the following information in the approval justification box of the requisition:
 - a. Principal Investigator's name; and
 - b. IACUC protocol; and
 - c. Name and phone number of person(s) responsible for pick up*
**This individual must be listed on the approved IACUC protocol*

If a Sigma/Life Tech item is NOT being used in animals:

- At Checkout, add a comment/justification stating that item(s) will not be used in animals.

For additional information, please contact Colleen Karlo at jck2@case.edu.