

Center for Biomedical Research / IACUC Standard Operating Procedure - Guidelines

Animal Procurement / Approved Vendors

All arrangements for acquiring and housing live vertebrates from vendor any source must be made through CBR. Animals will not be purchased prior to approval of an animal use protocol that describes the intended use of that animal. To order animals, the investigator must complete an Animal Order Form and submit to the CBR secretary. A properly completed Animal Order Form must include these items to avoid errors and delay in shipment:

- a. Active protocol number
- b. Suggested vendor
- c. Requested date of delivery, if other than as soon as possible
- d. Animal species, strain, numbers, age, weight, and sex required
- e. If time pregnant, indicate age of fetus on shipping and/or delivery day
- f. Special instructions for water, diet, caging and handling, if any
- g. Fund, department, and project number (if any) to which the order will be charged
- h. Signature and telephone extension of the investigator
- i. Any other special instructions

Only written orders will be processed. Animal orders will only be placed when the CBR can insure that space is available. Animal orders should be initiated as far in advance as possible to insure delivery at the desired time. As a general rule, animals should be ordered before they are needed to allow for quarantine time.

Research animals are purchased only from licensed, reputable animal dealers and the CBR monitors animal health quality from different suppliers. Laboratory rodents, particularly mice and rats, are susceptible to infection by a wide variety of microbial agents.

A list of approved vendors may be obtained by contacting CBR.

Non-approved Vendors:

If researcher is sending or receiving animals from a non-approved vendor or institution they must fill out the Animal Shipment Form for Non-Approved Vendors. The animal import-export form must be filled out completely by the sending and receiving contacts. If the shipment is incoming to CBR, health reports will be required for review by the attending veterinarian before the shipment is approved.

Users requiring special care or equipment for their animals or exemptions from standard animal care procedures should inform CBR so that appropriate arrangements can be made. These special needs should also be noted on the IACUC Animal Care Committee Review Form. Users must notify CBR if their animals will be exposed to materials or procedures that may be hazardous to personnel. The CBR Attending

Veterinarian must give approval, and the UND Safety Office contacted when radioactive materials, bio-hazardous agents or materials are to be used.

All costs associated with the shipping and transport of animals are the responsibility of the Principal Investigator.

Note: Special precautions or postponements are required for shipping animals when temperatures are below 32° or above 85° F as it may jeopardize the welfare of the animals. Deliveries may also be affected by the vendor's location and shipping policies.

1. Animal Arrival

As soon as possible after the delivery, the animals will be transferred from the transport boxes to prepared cages, in the allocated room by an animal care technician. Upon request, investigators with any special instructions should notify CBR staff prior to the arrival of the animals.

Rooms and the appropriate caging are prepared prior to the animal deliveries to minimize the amount of time the animals are within the transport box. Animals will be physically checked for any signs of poor health, injury, overcrowding, or other factors that may cause undue stress. The investigator will be notified of the arrival and health status of the animals.

2. Cage Cards/Identification

The Animal Welfare Act and the *Guide* require appropriate identification of animals and maintenance of animal records. CBR uses cage cards for animal identification. If an investigator wishes to make up their cage cards, notify the Laboratory Animal Technician Supervisor. The cage cards must contain the following information: IACUC protocol number, source of the animal, strain, numbers and sex of the animals, and name of the responsible investigator. For each individual order, the same color of cage cards will be used for each order. Cage cards must remain in place at all times and face outward.

Other methods of identification can include: collars, bands, plates, and tabs; colored stains; ear notches and tags; tattoos; subcutaneous transponders; and freeze brands. Toe clipping, as a method of identification of small rodents, should be used only when no other individual identification method is feasible.

When new animals are born, the date of birth and the date of weaning will be entered on the cage cards.

It is the responsibility of the principal investigator to have the correct ACTIVE IACUC protocol number on each cage card. CBR staff will not change protocol numbers.