

1. PURPOSE

This Standard Operating procedure (SOP) describes the guidelines for acquiring, receiving, and acclimating research animals.

2. RESPONSIBILITY

Principal investigator (PI) and their research staff, facility manager, animal care staff, veterinarian, veterinary care staff.

3. PROCEDURES

3.1. Acquisition responsibilities of the PI:

- 3.1.1. Before ordering or acquiring animals, ensure that the Animal Use Protocol (AUP) has Facility Animal Care Committee (FACC) approval for the specific species and strain of animals, source, and housing locations, and that all personnel listed on the protocol have completed the required training.
- 3.1.2. Approve housing through the facility manager before placing an animal order or acquiring animals that will be housed within the animal facility.
- 3.1.3. Unless justified and approved in the AUP, acquire animals from a pre-approved vendor.
 - 3.1.3.1. Consult with the facility manager or veterinarian for information on pre-approved vendors. Orders from pre-approved animal vendors are placed through the animal facility.
 - 3.1.3.2. If animals are not available through a pre-approved vendor, consult the veterinarian for alternative options.
 - 3.1.3.3. All animals acquired from other sources such as other AUPs, institutions, vendors, or field sources must be approved by the veterinarian.
- 3.1.4. Costs associated with the acquisition of animals are to be assumed by the PI. This includes vendor charges, shipping, health status testing, rederivation, procedures, etc.

3.2. Responsibilities of the veterinarian:

- 3.2.1. Determine pre-approved animal vendors as per the Vendor Approval for Animal Feed and Bedding Suppliers SOP.
- 3.2.2. Authorize the acquisition and transport of animals from other sources such as other AUPs, institutions, vendors, or field sources.

3.3. Receiving responsibilities of animal facility staff:

- 3.3.1. Maintain records for all animals received that include the source of the animals, date of arrival, condition of animals upon receipt (including any deaths), number upon arrival reconciled with number ordered/expected, and where possible, information on their health status.
- 3.3.2. Inspect shipping containers for damage upon arrival.
- 3.3.3. Compare the packing slip contents to the original animal order and to the content of the shipment to make sure they are consistent with one another.
- 3.3.4. Report the following information to the facility manager and the PI:
 - 3.3.4.1. Deviations from the order
 - 3.3.4.2. Shipping container damage
- 3.3.5. Review the following information and transfer it to the animal's record:
 - 3.3.5.1. Health history
 - 3.3.5.2. Age or date of birth

- 3.3.6. If the animals have been previously identified, match the animal's permanent identification (e.g., tattoos, ear tags) with the records received.
- 3.3.7. Ensure all animals received from pre-approved vendors are observed by animal care personnel. Report all abnormalities to a veterinary care staff member.
- 3.3.8. For animals arriving from other sources such as other AUPs, institutions, vendors, or field sources, ensure that the animals are observed by veterinary care staff.
- 3.3.9. Include the following information on the primary housing:
 - 3.3.9.1. Principal Investigator
 - 3.3.9.2. Contact numbers
 - 3.3.9.3. Animal Use Protocol number and expiration date
 - 3.3.9.4. Species and strain
 - 3.3.9.5. Sex
 - 3.3.9.6. Number of animals
 - 3.3.9.7. Estimated age or weight or date of birth
 - 3.3.9.8. Source and arrival date
- 3.4. Acclimation:
 - 3.4.1. Recommended acclimation periods:
 - 3.4.1.1. Rodents: 7 days.
 - 3.4.1.2. Large animals: 14 days
 - 3.4.1.3. All other species, including wildlife: as per approved AUP
 - 3.4.2. Experimental procedures conducted before the recommended acclimation period ends must be justified and approved in the AUP.
 - 3.4.3. Place animals in appropriate housing as soon as possible after they arrive.
 - 3.4.4. Provide animals with fresh food and water.

SOP REVISION HISTORY

DATE	NEW VERSION
2023.08.14	2. RESPONSIBILITY Principal investigator (PI) and their research staff, facility supervisor and manager, animal care staff, veterinarian , veterinary care staff.
2023.08.14	3.1.1. Before ordering or acquiring animals, ensure that the Animal Use Protocol (AUP) has Facility Animal Care Committee (FACC) approval for the specific species and strain of animals, source, and housing locations , and that all personnel listed on the protocol have completed the required training.
2023.08.14	3.1.2. Approve housing through the facility supervisor manager before placing an animal order or acquiring animals that will be housed within the animal facility.
2023.08.14	3.1.3. Supply the facility supervisor with emergency contact information that includes the following: 2.1.3.1. Lab or office phone numbers 2.1.3.2. Home phone numbers for evening, weekend, and holiday contact information
2023.08.14	3.1.3. Whenever possible Unless justified and approved in the AUP , acquire animals from an pre-approved vendor.
2023.08.14	3.1.3.1. Consult with the facility manager or veterinarian for information on pre-approved vendors. Orders from pre-approved animal vendors are placed through the animal facility.
2023.08.14	3.1.3.2. If animals are not available through an pre-approved vendor, arrange for consult the veterinarian to screen the health report for potential pathogens and prepare for the animals to be placed in quarantine for additional screening or rederivation. Quarantine procedures will vary with the species of animal, the health status of the animals, and the facility in which the animals will be housed. Refer to appropriate SOPs for alternative options.
2023.08.14	3.1.3.3. All animals acquired from other sources such as other AUPs, institutions, vendors, or field sources must be approved by the veterinarian
2023.08.14	3.1.4. Costs associated with the acquisition of animals are to be assumed by the PI. This includes vendor charges, shipping, health status testing, rederivation, procedures, etc.
2023.08.14	3.2. Responsibilities of the veterinarian: 3.2.1. Determine pre-approved animal vendors as per the Vendor Approval for Animal Feed and Bedding Suppliers SOP. 3.2.2. Authorize the acquisition and transport of animals from other non-approved sources such as other AUPs, institutions, vendors, or field sources.

2023.08.14	3.3. Receiving responsibilities of animal facility staff:
2023.08.14	3.3.1. Maintain records for all animals received that include the source of the animals, date of arrival, condition of animals upon receipt (including any deaths), number upon arrival reconciled with number ordered/expected, and where possible, information on their health status.
2023.08.14	3.3.4. Report the following information to the facility supervisor manager and the PI:
2023.08.14	3.3.5.2. Vaccination history Age or date of birth
2023.08.14	3.3.6. If the animals have been previously identified , match the animal's permanent identification (e.g., tattoos, ear tags) with the records received.
2023.08.14	3.3.7. Ensure all animals received from pre-approved vendors or McGill University sources are observed by animal care personnel. Report all abnormalities to a veterinary care staff member.
2023.08.14	3.3.8. For animals ordered through a non-approved vendor arriving from other sources such as other AUPs, institutions, vendors, or field sources , ensure that the animals are observed by veterinary care staff.
2023.08.14	2.3.8.1. Accept health records for unapproved vendors only if they have been signed by a veterinarian.
2023.08.14	2.3.8.1. NOTE: Animals from non-approved vendors may need to be quarantined for additional health and pathogen screening or rederived in consultation with the veterinarian.
2023.08.14	3.3.9. Include the following information on the primary enclosure housing : 3.3.9.2. Principal Investigator 3.3.9.3. Contact numbers 3.3.9.4. Animal Use Protocol number and expiration date 3.3.9.5. Species and strain 3.3.9.6. Sex 3.3.9.7. Number of animals 3.3.9.9. Estimated age or weight or date of birth 3.3.9.10. Source and arrival date
2023.08.14	Recommended acclimation periods: 3.4.1.1. Rodents: 7 days. 3.4.1.2. Large animals: 14 days 3.4.1.3. All other species, including wildlife: as per approved AUP
2023.08.14	3.4.2. An acclimation period of 7 days is strongly recommended for maximal adjustment. Experimental procedures conducted less than 72 hours after arrival must receive veterinary approval. before the recommended acclimation period ends must be justified and approved in the AUP.