
1. PURPOSE

The intent of this Standard Operating Procedure (SOP) is to describe the procedure for approval of suppliers of animals, feed, and bedding for McGill University animal facilities.

2. RESPONSIBILITY

Veterinarians, Facility Animal Care Committee (FACC)

3. GENERAL CONSIDERATIONS

- 3.1. It is the responsibility of the Veterinary Committee to evaluate and approve potential suppliers to ensure the quality of animals, food, or bedding.
- 3.2. All current animal, food, and bedding suppliers are considered approved vendors and will be subject to periodical follow-up evaluations as described in this SOP.

4. PROCEDURES

- 4.1. All animal facilities at McGill University and affiliated institutions must obtain animals, animal feed, and bedding from reputable commercial suppliers. If justified on AUP, e.g., for certain animal species or for genetically engineered animals, animals, food, or bedding may be obtained from other sources such as other universities or other academic colonies.
- 4.2. Procurement staff will inform the veterinarian of the intention to use a new animal, food, or bedding supplier.
- 4.3. A veterinarian will be assigned to the evaluation of the new supplier. Evaluation of the new supplier should be done before an order is placed.
- 4.4. Animal suppliers:
 - 4.4.1. To approve an animal supplier, a facility visit should be performed by a veterinarian.
 - 4.4.2. If a visit is not possible, the veterinarian will review documentation supplied by the vendors and/or their websites (if available). The vendors will also be contacted by phone and/or by email to discuss the criteria listed in section 4.5.3.
 - 4.4.3. During the visit/discussion, the following items will be reviewed, when applicable:
 - 4.4.3.1. Animal housing
 - 4.4.3.2. Feed production and storage
 - 4.4.3.3. Bedding production and storage
 - 4.4.3.4. Health status of the animals
 - 4.4.3.5. Feeding/watering of the animals
 - 4.4.3.6. Hygiene conditions of the premises
 - 4.4.3.7. Preventive medicine program (if applicable)
 - 4.4.3.8. Vermin control program
 - 4.4.3.9. Management of the colonies
 - 4.4.3.10. Quarantine measures
 - 4.4.3.11. Laboratory testing of animals
 - 4.4.3.12. Shipment conditions of animals

- 4.4.3.13. Accreditation status of the supplier
- 4.4.3.14. Training of personnel (verify training records if available)
- 4.4.3.15. Verify SOPs if available
- 4.4.3.16. General overview of the management practices
- 4.4.3.17. General overview of conditions of the facilities.
- 4.4.3.18. Other items may be discussed as considered necessary
- 4.4.4. Following the evaluation, the veterinarian will fill out the checklist ([Appendix I](#)) describing the findings and their recommendations regarding the suitability of the vendor inspected. Records of completed checklists will be kept by the Veterinary Committee.
- 4.5. Feed and Bedding
 - 4.5.1. To approve a food or bedding supplier, a facility visit should be done by the veterinarian.
 - 4.5.2. If a visit is not possible, the veterinarian will review documentation supplied by the vendors and/or their websites (if available). The vendors will also be contacted by phone and/or by email to discuss the criteria listed at item 4.6.3
 - 4.5.3. During the visit/discussion, the following items will be reviewed when applicable:
 - 4.5.3.19. Accreditation status of the supplier
 - 4.5.3.20. Training of personnel (verify training records if available)
 - 4.5.3.21. Verify SOPs if available
 - 4.5.3.22. General overview of the management practices
 - 4.5.3.23. General overview of conditions of the facilities
 - 4.5.3.24. Vermin control program
 - 4.5.3.25. Other items may be discussed as considered necessary
 - 4.5.4. Following the evaluation, the veterinarian will fill the checklist ([Appendix II](#)) describing the findings and their recommendations regarding the suitability of the vendor inspected. Records of completed checklists will be kept by the Veterinary Committee.
- 4.6. A recommendation will be made by the veterinarian to the Veterinary Committee regarding the use of the vendor as an approved supplier.
- 4.7. Once a decision has been made, an electronic notification will be sent to the vendor to inform them of the decision.
- 4.8. If a supplier does not meet requirements, the supplier will be informed of the deficiencies. No orders will be allowed from the supplier until a satisfactory response has been received to confirm that the requirements have been met.
- 4.9. Follow-up evaluation of suppliers
 - 4.9.1. A follow-up evaluation questionnaire will be sent to all approved animal ([Appendix III](#)), bedding, and food suppliers ([Appendix IV](#)) every 3 years. The questionnaire will evaluate changes to the certification status, legal changes (mergers or acquisitions) and other relevant changes that occurred in the last year.
 - 4.9.2. Based on the results of the questionnaire, the veterinarian will determine if a site visit for re-evaluation of the supplier is required.
 - 4.9.3. If results from supplier re-evaluation show that a current supplier does not meet the necessary requirements, the veterinarian will evaluate the impact on the studies to be conducted by researchers and take appropriate action.
 - 4.9.4. Evaluation documents will be kept by the Veterinary Committee.

CHECKLIST FOR LABORATORY ANIMAL SUPPLIER EVALUATION

NAME OF SUPPLIER:	EVALUATION:
ADDRESS:	<input type="checkbox"/> On-site visit <input type="checkbox"/> Phone Call

ITEMS	COMMENTS
Animal Housing	
Feed procurement and storage	
Bedding procurement and storage	
Health status of animals	
Feeding/watering of animals	
Hygiene condition of premises	
Preventive medicine program	
Vermin control program	
Colony management	
Quarantine practices	
Laboratory testing	
Shipment conditions	
Accreditation status	
Personnel training and records	
Room and cage sanitation	
SOPs	
Management practices overview	
General facility conditions	
Other	

Comments:	
Requirements met: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommendations:	
Veterinarian:	Date:

CHECKLIST FOR FOOD/BEDDING SUPPLIER EVALUATION

NAME OF SUPPLIER:	EVALUATION:
ADDRESS:	<input type="checkbox"/> On-site visit <input type="checkbox"/> Phone Call

ITEMS	COMMENTS
Accreditation status	
Personnel training and records	
SOPs	
Management practices overview	
General facility conditions	
Vermin control program	
Other	

Comments:
Requirements met: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recommendations:
Veterinarian: Date:

CHECKLIST FOR LABORATORY ANIMAL SUPPLIER RE-EVALUATION

NAME OF SUPPLIER:	EVALUATION:
ADDRESS:	<input type="checkbox"/> On-site visit <input type="checkbox"/> Phone Call

Instructions for animal supplier representative: Indicate if any significant change to the items listed below occurred in the past year. Once completed, return a signed copy of the questionnaire to the veterinarian.

Name of representative:	Date:
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ITEMS	COMMENTS
Change in legal affiliation or merger	
Animal Housing	
Feed procurement and storage	
Bedding procurement and storage	
Health status of animals	
Feeding/watering of animals	
Preventive medicine program	
Vermin control program	
Colony management	
Quarantine practices	
Laboratory testing	
Shipment conditions	
Accreditation status	
Other	

Comments:	
Requirements met: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommendations:	
Veterinarian:	Date:



CHECKLIST FOR FOOD/BEDDING SUPPLIER RE-EVALUATION

NAME OF SUPPLIER:	EVALUATION: <input type="checkbox"/> On-site visit <input type="checkbox"/> Phone Call
ADDRESS:	

Instructions for animal supplier representative: Indicate if any significant change to the items listed below occurred in the past year. Once completed, return a signed copy of the questionnaire to the veterinarian.

Name of representative:	Date:
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ITEMS	COMMENTS
Change in legal affiliation or merger	
Accreditation status	
Production quality control	
Feed production and storage	
Bedding production and storage	
Vermin control program	
Transportation of products	
Other	

Comments:
Requirements met: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recommendations:
Veterinarian: Date: