1.0 Purpose
Guidelines used for the acquisition, receiving, and acclimation of animals designated for Laboratory Animal Resources (LAR) research.

2.0 Scope of Responsibility
All research and animal care staff will be responsible for compliance of this SOP and any exemption must be approved by the IACUC.

3.0 Definitions

4.0 Acquisition
4.1 Before ordering animals, ensure that the protocol has IACUC approval and that all personnel listed on the protocol have completed IACUC required training. Please refer to SOP 518 (Staff Orientation and Training) for further information on required training.

4.2 Contact the Facility Manager at 1-8817 if you have species specific or other special training needs.

4.3 Approve housing through the Facility Manager before placing an animal order.

N.B. Purchase Requisition (PR) is filled out by the Principle Investigator (PI) and given to the Purchasing Department for ordering. If uncertain of facility procedures on animal ordering consult with the facility manager or go to http://www.albany.edu/purchasing/research/forms.shtml to order purchase order forms or contact purchasing at 7-4579.

4.4 Supply the Facility Manager with emergency contact information that includes the following type of information:
- Lab or office phone numbers.
- Home phone numbers for evening, weekend, and holiday contact information (These numbers will only be used for emergencies and will be kept in the Facility Managers office).
- This information will be posted on the doors of each animal holding room.
4.5 Whenever possible, acquire animals from an approved vendor which are the following:
    • Jackson Laboratories
    • Taconic
    • Charles River
    • Harlan

**N.B. Animals from approved vendors may be placed directly into assigned animal holding rooms.**

4.6 If animals are not available through approved vendors the Facility Manager must be notified so that a health report can be acquired from the unapproved vendor. The health report, once received, will be given to the Veterinarian to screen for potential pathogens and approval.

4.7 Animals from unapproved vendors must be approved for shipment by the Veterinarian. A “Shipping Request Form” will be signed by the Veterinarian upon approval.

4.8 Animals will be placed in quarantine for additional health screening (unapproved vendors only). Quarantine procedures will vary with the species of animal and the health status of the animals.

5.0 Receiving

5.1 Inspect shipping containers for damage upon arrival.

5.2 Compare the packing slip contents to the original animal purchase order and to the content of the shipment to make sure they are consistent with one another. **N.B. If packing slip indicates an error in shipment immediately contact the Facility Manager and do not bring animals into the animal facility.**

5.3 Report the following information to the Facility Manager and to the PI:
    • Deviations from the order
    • Shipping container damage

5.4 All shipping invoices and vendor health reports are to be given to the Facility Manager and filed in the manager’s office.

5.5 Match the animal’s permanent identification (e.g., tattoos, ear tags) with the records received.
5.6 Ensure all animals received from approved vendors are observed by an Animal Care Technician.

5.7 Report all abnormalities to the Attending Veterinarian and Facility Manager.

5.8 For animals ordered through a non-approved vendor, ensure that the animals are observed by the Facility Manager or designated Animal Care Technician.

5.9 Accept health records for unapproved vendors only if they have been signed by the Attending Veterinarian

N.B. Animals from non-approved vendors may need to be quarantined for additional health and pathogen screening in consultation with the Attending Veterinarian

6.0 Acclimation

6.1 Place animals in appropriate housing as soon as possible after they arrive.

6.2 Provide animals with fresh food and water.

6.3 Include the following information on the cage card:

- Principal Investigator
- Emergency Contact Telephone Numbers (including nights and weekends)
- Species and Strain
- Sex
- Date of Birth
- Arrival Date

N.B. Provide a minimum period of 2 days for acclimation before proceeding with experimental procedure unless otherwise approved by the IACUC

7.0 References
