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
N/A

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 University procedures for animal orders, please refer to:

- Animal Purchases - University at Albany-SUNY
- Research Purchasing - University at Albany-SUNY

4.4 Provide Lab Animal Facility Manager with emergency contact information that includes the following type of information:
- Principal Investigator’s lab and/or office phone numbers.
- This information will be posted on the doors of each animal holding room.
- Principal Investigator or designee’s home phone numbers for
4.5 Whenever possible, acquire animals from an approved, commercial vendors which are the following:

- Jackson Laboratories
- Taconic Biosciences
- Harlan Laboratories
- Charles River Laboratories
- Cyagen Biosciences, Inc.
- Envigo

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

4.6 Other vendors may be approved through the IACUC protocol approval process.

4.7 If animals are not available through commercial, approved vendor:

- The source must be approved through the IACUC protocol approval process.
- A Material Transfer Agreement (MTA) will need to be executed through the UA Innovation and Commercialization Office prior to transferring any materials from/to other institutions such as cell lines, animals, etc.
- A health report from the source location must be provided to the UA Lab Animal Facilities Manager for UA Veterinarian review/approval of the acquisition.
- Animals will be placed in quarantine for additional health screening. 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 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 Health records from unapproved vendors must be signed by the veterinarian or attending veterinarian before they can be accepted.

5.10 Animals from unapproved vendors will be quarantined for as long as 8 weeks or longer due to their health status.

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 Animal care staff will place the shipping sticker on a cage card then in the cage card holder for identification which will also include the number of animals in the cage.

6.4 Research staff must fill out a cage card within 24 hours of animals arrival which is to include:
   - Principal Investigator
   - Species and Strain
   - Sex
   - Number of animals
   - Date of Birth
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
