

**University of Prince Edward Island
Animal Care Committee
Standard Operating Procedure**

SOP #: ACC - H03

SOP Title: Animal Acquisition, Receiving, and Acclimation

SOP Section: Husbandry

Issued by: Dr. Jonathan Spears

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1.0 Introduction

- 1.1 This SOP outlines the method for acquiring, receiving and acclimating research animals.

2.0 Materials

- N/A

3.0 Procedures

3.1 Acquisition responsibilities of the PI or designee

- i. Before ordering animals, ensure that the protocol has ACC approval and that all personnel listed on the protocol have completed ACC-required training (i.e. General Principles).

Note: A facility orientation will be required before PI staff can enter the animal facility. Contact the facility manager for scheduling.

- ii. Approve all housing through the facility manager before placing an animal order.
- iii. Animal orders from approved vendors are normally placed by the facility manager. The facility manager must be provided with appropriate procurement information including:
 - Species, Sex, Age, Number of Animals Requested, and ACC protocol number
 - Requisition/Procurement Form (if applicable) with the above information and account number(s)

If uncertain of facility procedures on animal ordering, consult with the facility manager.

- iv. To order animals from sources other than approved vendors, arrange for the University Veterinarian to screen health reports for potential pathogens and prepare for the animals to be placed in quarantine for additional screening.

- v. To transfer animals from another UPEI ACC protocol, an Animal Transfer Form must be completed. The Animal Transfer form can be downloaded from Research Services website.

3.2 Acquisition responsibilities of the facility manager

- i. Upon receipt of requisition information, confirm with the ACC coordinator that the protocol is approved for the number and species of animals requested.
- ii. For all new protocols, ensure a working summary of the ACC protocol is in place and signed by all parties.
- iii. Order animals to be received during normal working hours of the facility.

3.3 Receiving responsibilities of facility staff.

- i. Inspect shipping containers for damage upon arrival.
- ii. 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.
- iii. Report the following information to the manager/ PI/ Veterinarian:
 - Deviations from the order
 - Shipping container damage
 - Animal injury/sickness
- iv. Review the following information and transfer it to the animal's health record:
 - Health history
 - Vaccination history
 - Date of birth
- v. Match the animal's permanent identification (e.g., tattoos, ear tags) with the records received.
- vi. For animals ordered through a non-approved vendor (e.g. mice, fish), ensure that the animals are observed by the University Veterinarian upon arrival.
 - Accept health records for unapproved vendors only if they have been signed by the University Veterinarian
 - For aquatic species, sample water quality parameters of the shipping water at the time of arrival (See SOP XXXXXX)

3.4 Acclimation responsibilities of facility staff and PI

- i. Place animals in appropriate housing as soon as possible after they arrive
- ii. Provide terrestrial animals with fresh food and water. Fish should be fasted for at least 24 hours.

iii. Include the following information on the primary enclosure:

- Principal Investigator
- ACC protocol Number
- Species and strain
- Sex
- Date of birth
- Arrival date

Note: An acclimation period of 7 days is strongly recommended for maximal adjustment. Experimental procedures conducted less than 48 hours after arrival must receive ACC/Veterinary approval.

4.0 Safety

- 4.1 Working with research animals can trigger allergies. (Refer to UPEI Policy - Medical Surveillance Plan for Research Involving Biohazardous Materials)
- 4.2 Check with the facility manager regarding requirement for personal protective equipment.
- 4.3 Refer to the UPEI Biosafety Officer for zoonotic information specific to the species with which you are working.
- 4.4 Refer to SOP - ACC - AD03 - Animal-related Injury.

5.0 Contingencies

Emergency veterinary care is available at all times including after working hours and on weekends and holidays through the office of the University Veterinarian.

6.0 References

SOP's in development.