

Receipt of Incoming Animals

Purpose:

To describe the procedures for receipt and inspection of all animals before movement into quarantine or general husbandry areas.

Procedure:

- 1) Aquatic animals may be placed directly into general housing areas for quarantine. Animals from non-commercial sources will be diverted into appropriate quarantine areas.
- 2) All incoming animals will be received at the designated area. They will be visually inspected and checked in by the ACF staff.
- 3) If any of the following conditions are observed in animals not concealed within shipping crates, the affected animal(s) may be refused and returned to the vendor:
 - a) death
 - b) overtly diseased, including, but not limited to, the following signs:
 - 1) lethargy or weakness
 - 2) rough haircoat
 - 3) ocular or nasal discharge
 - 4) diarrhea
 - 5) sneezing, coughing, or labored breathing
 - 6) hunched posture
 - 7) physical injury that may potentially affect the well-being of the animal
- 4) Rodent shipping containers:
 - a) Shipping containers must arrive intact (no openings, punctures, etc.) to be acceptable.
 - b) Unacceptable containers will either be refused or routed through a species-specific quarantine/acclimation period identical to that of animals arriving from a non-approved vendor. These animals will not be permitted to enter into the ACF facility. Vendors will be expected to replace all animals arriving in unacceptable containers.
 - c) All appropriate documentation must accompany the shipment.
 - d) If dead or diseased animals are found upon receipt, the animal procurement individual must be contacted. If diseased/dead animals are found when a shipping crate is opened, the animal procurement individual will be contacted as soon as possible. The order may be accepted or refused (i.e. replacements requested) at the discretion of the ACF Manager in consultation with the Principal Investigator involved.
- 5) ACF personnel will promptly spray or wipe newly arrived animal containers with an appropriate disinfectant (see SOP "Preparation and Use of Disinfectants") and transport them directly to the ACF by routes which avoid contact with other personnel/animals. Disposable gloves will be worn by ACF personnel when handling these containers.
- 6) If the containers will be transported on carts or other conveyances, these are also to be thoroughly sprayed, wiped down, or obtained from the clean cage storage area.
- 7) All shipping containers are separately sprayed or wiped with disinfectant again in the outer corridor. Transport carts which are used outside the facility do not pass from the outer corridor into the ACF. Shipping containers are transferred to carts which have not left the ACF. Disposable gloves used during transport of the containers are discarded prior to entry into the ACF.

- 8) Shipping containers are opened within the animal room in a manner which minimizes contact of the animals with the outside of the container. The container is not allowed to touch surfaces in the animal room other than the receiving cart or floor.
- 9) The animal order "Special Instructions" section should be reviewed to ensure that they are identical to packing slip instructions. All complex orders including multiple strains, various ages and weights, sperm positive dates, or other varied animals require a member of the research staff be present for the uncrating. The ACF staff must call the contact person on the order before uncrating the order. The ACF representative and the research technician both sign off on the packing slip. If there is a delay of 2 hours or more the ACF staff will call the ACF Director for further instructions.
- 10) As they are being caged, the animals are inspected by the receiving caretaker. If any animal is dead, shows signs of disease, or other abnormalities, the animals are left in the container while the attending veterinarian is contacted for investigation.
- 11) Shipping containers are promptly removed to the dirty room or refuse area, and the receiving cart is sprayed with disinfectant or washed.
- 12) After receipt and housing of the animals, the packing papers and receiving reports are submitted to the ACF Director for processing with copies provided to the Principal Investigator.