

Routing and Procurement of Research Animals and Related Supplies and Equipment

Purpose:

To define policies which guarantee that the purchase of animals, animal related equipment, food, and supplies are centralized, and that applicable city, state, federal, and institutional regulations pertaining to animal procurement, receiving and housing are met.

Procedure:

- 1) After IACUC protocol approval and receipt of appropriate funding, investigators should contact the IACUC Office for an IACUC number. This number serves as an authorization number for placing an animal order.
- 2) All animal orders must be submitted to the ACF Manager with an associated IACUC project number.
- 3) The ACF Manager or designee must approve space availability prior to the placement of the order.
- 4) For most species, a minimum of 3-7 working days is required for animal delivery. For species or strains that are difficult to obtain, delivery dates will vary with supply. Investigators must keep the ACF informed about delivery dates.
- 5) All acquisition of animals and related food and caging will be handled directly by the ACF for all investigators with the exception of controlled and hazardous agents. Acquisition of veterinary biologicals, animal care supplies and equipment related directly to the care of the animals will also be handled directly by the ACF through a standard purchasing system. Exceptions to this must be approved in the IACUC protocol. For purchase of controlled substances, refer to SOP "Policies Governing Research and Controlled Substances". Purchase of hazardous materials is the responsibility of the P.I. and such purchases must adhere to institutional policy.
- 7) Commercial vendors are able to provide complete and excellent animal health records with quality assurance, therefore animal orders are limited to these suppliers (approved on a case-by-case basis). All animal orders from non-commercial sources must comply with policies outlined in SOP "Importing Rodents from Non-Commercial Sources".
- 8) Wild and endangered species.
 - a. This category includes any animal that must be captured. Under existing laws, capture of an animal requires a special permit from the State of Illinois and USDA. The Principal Investigator will obtain such permits as the need arises. Any investigator wishing to use atypical laboratory species (e.g. raccoons, prairie dogs, opossums, mink) must discuss this with the veterinarian and ACF Manager. Investigators must allow a minimum of 90 days for institutional acquisition of applicable permits.
 - b. Endangered species are obtainable only under special conditions with a restricted permit from the federal government. Arrangements for these animals must be discussed with the veterinarian a minimum of 120 days prior to anticipated delivery of the animals to allow institutional acquisition of applicable permits.
- 9) Requirements for placing orders for timed-pregnant and surgically altered animals vary with species and vendor. However, commercial vendors generally require special arrangements well in advance of the anticipated delivery date. Commercial vendors do not always have animals available for specifically requested delivery dates. These orders are best handled when the

company can be notified well in advance and animals are actually bred for a specific research protocol. Although vendors vary with their guarantees on timed pregnant animals, investigators are advised to discuss this with the ACF staff as orders are placed.