

**Name:** Animal Procurement  
**Number:** FSU-SOP-320.01  
**Category:** Veterinary Care

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### 1.0 Purpose

This SOP presents guidelines for the procurement and transportation of research animals brought into the vivarium.

### 2.0 Policy

- 2.1 Acquisition of animals for housing and/or handling in the FSU vivarium must be based on an approved IACUC protocol.
- 2.2 All animals must be acquired lawfully, either purchased from established retail vendors, received by transfer from established scientific laboratories, or caught in the wild under the authority of a current state field license.
- 2.3 Initiation of the process of acquisition must anticipate the availability of sufficient space and resources within the vivarium to properly house and care for the new residents, including the availability of properly trained caretakers.
- 2.4 Regardless of the source, transportation of acquired animals to the vivarium must be arranged so as to minimize stress through planning of transit time, protection from environmental extremes and physical trauma, and provision of food and water, where practicable and relevant.
- 2.5 Upon arrival, the health status of acquired animals must be evaluated, and animals judged to be healthy, prior to their use, unless such animals will be used and euthanized within 24 hr of arrival.
  - 2.5.1 All animals to be housed for longer than 24 hr should be given a minimum of 72 hr to acclimate to vivarium conditions before use.
  - 2.5.2 Animals judged to be of questionable health may be subject to a longer period of quarantine and/or euthanasia.

### 3.0 Materials (*not applicable*)

### 4.0 Procedure

- 4.1 Initiating acquisition
  - 4.1.1 Rodents should originate from a vendor that can certify their health status, preferably being specific pathogen-free (SPF), by which specific strains, such as outbred CFW mice, will be bred and maintained as free from a set list of pathogens according to serological testing.
    - 4.1.1.1 This applies to both original procurement and to animals transferred from other laboratories.
    - 4.1.1.2 Charles River Laboratories is the preferred vendor for both inbred and outbred strains of mice and rats, in that they certify the SPF status of rodents they ship.

- 4.1.2 Frogs should originate from scientific supply houses, rather than local pet stores, because the animals they provide are bred or caught specifically to be used in academic research and teaching.
  - 4.1.2.1 These include Connecticut Valley Biological, Carolina Biological, and Wards Scientific.
  - 4.1.2.2 Such vendors do not supply health reports, but they do guarantee that the animals shipped are healthy.
- 4.1.3 Fish can originate from several sources.
  - 4.1.3.1 Common fish (e.g., goldfish) can originate from either a pet store or a scientific supply house.
  - 4.1.3.2 Fish can also originate from local outdoor sources, either fresh or salt water, caught in the wild using trapping methods approved by the IACUC.
- 4.1.4 Animals caught in the wild and brought into the vivarium are limited to fish.
- 4.1.5 In all cases, the date and time of arrival of acquired animals at FSU should be identified, so that FSU personnel (faculty, staff, or students) will be available and present to receive the animals when arriving.
- 4.1.6 In all cases, housing should be prepared in anticipation of the arrival of the procured animals.
  - 4.1.6.1 The PI and caretakers working on the project should set up a sufficient number of clean cages or tanks, positioned on the rack or shelving having sufficient space to hold them.
  - 4.1.6.2 The PI and caretakers working on the project should confirm that sufficient supplies of food, bedding and other materials (e.g., enrichment devices, filters, etc.) are in stock in the vivarium.
  - 4.1.6.3 The PI and caretakers working on the project should prepare animal housing ID cards and holding room cards with relevant information about the new animals.

## 4.2 Transportation

- 4.2.1 Transport of animals to the vivarium by established vendors (Charles River, scientific supply houses) can be expected to provide for the conditions stipulated in our policy (section 2.4).
- 4.2.2 Transport of animals between institutions or from the wild is likely to be by individuals or less tightly regulated shipping providers than occurs with established vendors.
  - 4.2.2.1 This places a burden on the PI attempting to procure these animals to personally ensure that the policy standards are met.
    - 4.2.2.1.1 For acquisition of wild-caught animals, the PI will often be the one leading the field catch and so in an ideal position to regulate the conditions of transport.
    - 4.2.2.1.2 For transfer of animals from another institution, the PI will need to work closely with the individuals at

the originating institution to ensure that the quality of the transportation mechanism is met, whether by virtue of implementing the transport personally or by making the arrangements for transport personally.

#### 4.3 Receipt

4.3.1 The PI is personally responsible for making arrangements for the receipt of procured animals at the Antonucci Science Complex.

4.3.1.1 In cases where the FSU mailroom and receiving department is likely to be involved in receiving a shipment of animals, they along with department technicians should be alerted about the expected date, time of arrival and mode of transport that will be involved.

4.3.1.1.1 This is most likely if orders are placed through purchase orders facilitated by the department biology technician.

4.3.1.1.2 It can also occur if animals are being shipped from another institution.

4.3.1.1.3 In such cases, delivery is likely to be a 2-step process, starting with delivery first to the receiving dock at the warehouse (on Klondike Avenue) and then transfer to the Antonucci Science Complex.

4.3.1.1.4 In some cases, delivery can be arranged directly to the Science Complex (preferred).

4.3.1.1.5 While a department staff member may be involved in receiving and/or recording a shipment of animals to the Science Complex, staff members are not expected to actually transfer received animals to the vivarium, being responsible solely for alerting the PI of the arrived shipment and their willingness to facilitate access to the animals in the locked storage room.

4.3.1.2 In cases that involve instead arrangements for acquisition made personally by the PI, and which do not involve formal purchase orders, such as interinstitutional transfers or transport of wild-caught animals from the field conducted personally by the PI, the PI will be responsible for bringing the animals to the Science Complex and then to the vivarium.

4.3.1.3 In all cases, upon introduction to the vivarium, the PI should:

4.3.1.3.1 Inspect shipping containers for damage

4.3.1.3.2 Confirm that the shipped animals match the original order (represented on an attached bill of lading)

- 4.3.1.3.3 Review and record any enclosed documents about the health or identify of the animals (e.g., gender, date of birth, site of origin if wild-caught).
  - 4.3.1.3.4 Evaluate the health of the received animals and record any notable specifics in the Disposition log.
  - 4.3.1.3.5 Transfer the animals to the previously prepared cages or tanks, matching them to the identifying information on the cage/tank cards.
    - 4.3.1.3.5.1 Note that such transfers for rodents should be performed in the ventilated transfer station.
    - 4.3.1.3.5.2 This includes the initial opening of the shipping box.
  - 4.3.1.3.6 Begin the time period of acclimation.
- 4.4 Acclimation and quarantine
- 4.4.1 All animals housed in the vivarium will be observed for a period of no less than 72 hr (see exception, section 4.4.3), during which animals will be:
    - 4.4.1.1 observed for signs of ill health; and
    - 4.4.1.2 allowed to acclimate to the laboratory conditions.
  - 4.4.2 Those showing signs of ill health will be quarantined in separate cages or tanks for up to 7 days, in order to monitor any changes in their health status.
    - 4.4.2.1 Animals showing good health after 7 days will be released for use in the approved project.
    - 4.4.2.2 Those continuing to show ill health will be euthanized.
  - 4.4.3 Some animals may be used and euthanized within 24 hr of arrival, as per an approved IACUC protocol, which is the sole exception of the 72-hr rule.
  - 4.4.4 Acclimation and quarantine normally will take place in cages or tanks that will serve as the animal's home cage or tank, and kept in the original holding room.
    - 4.4.4.1 This works well for rodents housed in the ventilated cages in 101F, where even animals of ill health are effectively isolated from other animals and human caretakers in the room.
    - 4.4.4.2 Room 101G may be employed as a separate quarantine room for fish removed from normal housing in 101H or rodents removed from normal housing in 101F.
      - 4.4.4.2.1 This room is where frogs and other amphibians usually may be housed.
      - 4.4.4.2.2 However, they are housed rarely in the vivarium, so that the room is rarely in use, making it appropriate for occasional quarantine as needed.

- 4.4.4.2.3 Decisions to use 101G for quarantine and treatment under any circumstance will be made in consultation with the Attending Veterinarian.
- 4.4.4.2.4 But, as a general policy at FSU, animals will be euthanized if presenting with issues that only extended quarantine and treatment are likely to resolve.

**5.0 References**

5.1 Animal acquisition, receiving and acclimation (McGill University)  
[http://www.mcgill.ca/research/files/research/531 -  
 \\_animal\\_acquisition\\_receiving\\_and\\_acclimation\\_-\\_march\\_2016\\_1.pdf](http://www.mcgill.ca/research/files/research/531_-_animal_acquisition_receiving_and_acclimation_-_march_2016_1.pdf)

**SOP REVISION HISTORY**

VERSION #	APPROVED	DETAILS
320.01	12/20/17	Authored by T. Schoenfeld