

1. PURPOSE

This Standard Operating procedure (SOP) describes the guidelines for acquiring, receiving and acclimating research animals.

2. RESPONSIBILITY

Principal investigator (PI) and their research staff, facility supervisor and manager, animal care staff, veterinary care staff.

3. PROCEDURES

3.1. Acquisition responsibilities of the PI or designee:

- 3.1.1. Before ordering animals, ensure that the protocol has Facility Animal Care Committee (FACC) approval and that all personnel listed on the protocol have completed the required training.
- 3.1.2. Approve housing through the facility supervisor before placing an animal order.
- 3.1.3. Supply the facility supervisor with emergency contact information that includes the following:
 - 3.1.3.1. Lab or office phone numbers
 - 3.1.3.2. Home phone numbers for evening, weekend, and holiday contact information
- 3.1.4. Whenever possible, acquire animals from an approved vendor.
 - 3.1.4.3. Consult with the facility supervisor or veterinarian for information on approved vendors.
- 3.1.5. If animals are not available through an approved vendor, arrange for a veterinarian to screen the health report for potential pathogens and prepare for the animals to be placed in quarantine for additional screening or rederivation. Quarantine procedures will vary with the species of animal, the health status of the animals, and the facility in which the animals will be housed. Refer to SOPs.

3.2. Receiving responsibilities of facility staff:

- 3.2.1. Inspect shipping containers for damage upon arrival.
- 3.2.2. 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.
- 3.2.3. Report the following information to the facility supervisor and the PI:
 - 3.2.3.1. Deviations from the order
 - 3.2.3.2. Shipping container damage
- 3.2.4. Review the following information and transfer it to the animal's record:
 - 3.2.4.1. Health history
 - 3.2.4.2. Vaccination history
 - 3.2.4.3. Date of birth
- 3.2.5. Match the animal's permanent identification (e.g., tattoos, ear tags) with the records received.
- 3.2.6. Ensure all animals received from approved vendors or McGill University sources are observed by animal care personnel. Report all abnormalities to a veterinary care staff member.
- 3.2.7. For animals ordered through a non-approved vendor, ensure that the animals are observed by veterinary care staff.
 - 3.2.7.1. Accept health records for unapproved vendors only if they have been signed by a veterinarian.

NOTE: Animals from non-approved vendors may need to be quarantined for additional health and pathogen screening or rederived in consultation with the veterinarian.

3.3. Acclimation:

- 3.3.1. An acclimation period of 7 days is strongly recommended for maximal adjustment. Experimental procedures conducted less than 72 hours after arrival must receive veterinary approval.
- 3.3.2. Place animals in appropriate housing as soon as possible after they arrive.
- 3.3.3. Provide animals with fresh food and water.
- 3.3.4. Include the following information on the primary enclosure:
 - 3.3.4.2. Principal Investigator
 - 3.3.4.3. Contact numbers
 - 3.3.4.4. Species and strain
 - 3.3.4.5. Sex
 - 3.3.4.6. Date of birth
 - 3.3.4.7. Arrival date