

FLSC Standard Operating Procedure for Animal Procurement

Purpose

The animals used by the Principle Investigator (PI) must be ordered from approved vendors. Consistency with the type of animal is critical. All animal orders are placed by the animal facility. Arrangements for the housing and care of the animals can then be coordinated with the animal care staff.

Procedures

1. The PI is responsible for providing a "Request for Animals" form stating the following information:
 - a. Investigator name, account number, IACUC protocol number, and pain category.
 - b. A contact number in case of ordering issues.
 - c. Animal information with species, strain, sex, age or weight, quantity, and vendor preference.
 - d. Arrival date at least 5-7 days prior to date of use to allow acclimation.
 - e. Project information including duration of use, special caging requirements, and a narrative of the procedures to be performed and the frequency.
 - f. List the names of the individuals to be using the animals. All personnel listed must also be listed on an approved animal protocol and be in compliance with the required training and occupational health.
2. FLSC personnel will place all animal orders.
3. Prior to placing an animal order, FLSC personnel will verify that the animals, both the type and quantity, have been approved on an IACUC protocol. If there is no protocol on file or the protocol is expired or the animal numbers have been exceeded, the order will not proceed and the PI will be notified.
4. Information on the Request for Animals form, along with the shipping address and the purchase order number, is provided to the vendor when placing the order.
5. The shipping address for animal orders is:
Freimann Life Science Center
University of Notre Dame
6. When placing the order provide the following information to the sales representative:
7. The name and telephone number of the person placing the order.
8. In the Office Use Only section of the Request for Animals form, the person placing the order will enter the information. Especially important is to record the name of the sales representative and the order reference number or the order confirmation number.
9. FLSC orders from a variety of vendors. Below are a list with information regarding the species and vendor ordering specifics:
 - a. **Rodents:** Most are ordered from Envigo unless otherwise noted on the Request for Animals form. Orders must be placed by noon on Thursday to be delivered on the following Monday morning. FAX (using Animal Order FAX sheet) the order (1-317-894-1840) to the attention of customer service. Request e-mail or FAX confirmation of the order.
 - b. **Rabbits:** Charles River Labs is the approved vendor for rabbits. They deliver in the area every week. Male rabbits, 5-6 pounds in weight, are the default order unless other specifications are requested.
 - c. **Guinea Pigs:** Charles Rivers Labs (1-800-LAB-RATS) is the source currently being used for guinea pigs. For blood feeders, order at least 300-350 gram animals, all females.
 - d. **Xenopus:** Xenopus are ordered from NASCO. Xenopus are often placed on backorder due to high demand. Advance planning is required. Order according to the specifications provided by the PI. HCG is also ordered from NASCO.
 - e. **Bullfrogs:** Bullfrogs are ordered from C.D. Sullivan (615-832-0958). Order according to the specifications provided by the PI.
10. The following paperwork is required for all animal orders:
 - a. **Request for Animals** form from the PI. Before placing orders FLSC personnel will review the Request for Animals form to check that all necessary information has been provided. Requests for animals must be received no later than Wednesday at 4:30 PM to allow review of the request.

The packing slip will be attached to the Request for Animals form when animals have been received. This form will be used to back charge investigators.

- b. **Packing slips** will be attached to the Request for Animals form. Personnel unpacking animal shipments will record the date the order was received and initial the packing slip. The date of birth of the shipment will also be recorded. Any additional health certificates or health status reports included with the shipment are attached to the Request for Animals.
- c. **Receiving Log** information will be recorded as required in the receiving log. The Receiving Log is stored in room 408 in FLSC. The Receiving Log is used in room 401 and returned to room 408 after the animal shipments have been unpacked and recorded.