

SOP: **LARC-08**

Title: **Receipt & Housing of Animals**

SOP Last Revision Date:
25AUG10

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the method for receiving and housing animals. This SOP applies to animals received in all the Laboratory Animal Research Core's animal facilities on the campus of the University of Missouri-Kansas City.

POLICY

It is LARC policy to meet or exceed all federal, state, local regulations and institutional policies/procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

REFERNCES

- A.** Laboratory Animal Research Core Personnel
- B.** *The Guide for Care and Use of Laboratory Animals "The Guide"*
- C.** Office Of Laboratory Animal Welfare (OLAW)
- D.** Animal Welfare Act and Animal Welfare Regulations (AWA & AWR's)
- E.** *HU-04 Husbandry Procedures for Rodents*
- F.** If the LARC Vet Tech is absent, notify the designated individual.

PROCEDURES

A. Receipt of Animals

- a. If the delivery courier has not shown at the scheduled time, notify the LARC Veterinarian Technician (VT).
- b. Observe condition of shipping crates. Pay special attention as to whether the crate(s) are crushed, have damaged filters, wetness, etc. If any of the above or other conditions are found, notify the LARC VT.
- c. Compare the LARC animal shipment record to all documents accompanied by delivered animals to confirm that the correct animals strain, animal quantity and cage quantity were delivered. If there are discrepancies, notify the LARC VT.
- d. Spray the exterior of the crates (top, bottom, sides) with disinfectant and let sit for 15 minutes.
- e. House animals in clean cages containing fresh bedding, feed, water, nestlet and the LARC issued cage cards.
- f. The correct cage cards are to be matched with the correct animals delivered.
- g. When housing the animals observe their health condition and the accuracy of all data provided (color, sex, strain, birth date, etc.). If there are any discrepancies, notify the LARC VT.

B. Documentation & Notification

- a. Record on the Census Record the number of cages delivered.
- b. Original cage cards, if provided, are to be placed behind new LARC issued cage cards. Transfer data from old cards to new cards. If LARC issued cage cards or original cage cards are not provided, notify the LARC VT.
- c. Any shipment discrepancies are to be documented on the LARC shipment record and reported to the LARC VT.

- d. The room number, rack number and cage location should be noted on the LARC animal shipment record after housing.
- e. The technician receiving the animals is responsible for notifying the LARC VT and researcher after all animals have been housed and secured **the same day of delivery**. All documents are to be kept and handed to LARC VT. The same technician is responsible for reporting any discrepancies to the LARC VT as well as the researcher. All relevant information regarding health status, quarantine, discrepancies, etc. are to be reported at this time. Notification is to be done by using the Animal Status Record and including the LARC VT on all correspondences.

C. Veterinarian Technician Responsibilities

- a. Within The Same Day of Delivery
 - i. Any health threatening or animal welfare concerns are to be communicated to the researcher and LARC Vet.
 - ii. If delivery courier has not shown, notify researcher.

- b. Within Two Days of Delivery
 - i. For animals delivered from Non-Approved Vendors, a thorough health observation is to be conducted. If abnormal discoveries are made or discrepancies, notify researcher.
 - ii. If required, diagnostic samples are to be collected.

D. Responsibility For All LARC Personnel

- a. All LARC employees have the responsibility to maintain LARC standards and to take initiative. Not reporting concerns or discrepancies is unacceptable and all employees will be held accountable for inadequate communication.