

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
for
ANIMAL RECEIVING

- 1.0 Purpose: To set guidelines for arrival of all research animals purchased.
- 2.0 Scope: This procedure provides guidance to both CMLAF and Principal Investigator personnel involved with animal purchasing and receiving.
- 3.0 Procedure:
 - 3.1: The CMLAF should have notification of incoming shipments at least 24 hours prior to receiving date.
 - 3.2: All animals are procured from licensed or established vendors.
 - 3.3: On arrival, labels on shipping cartons are checked to ensure that the animals are delivered to the correct location.
 - 3.4: Information on shipping cartons is compared to purchase requisition to establish that the following is correct:
 - A. Number of animals.
 - B. Principal Investigator.
 - C. Purchase order number.
 - D. Species.
 - E. Strain.
 - F. Sex.
 - G. Ordered size.
 - H. Check IACUC number (make sure project is not expired or pending).
 - 3.5: Animals are inspected by the veterinarian or his/her designee for general health, which will be documented. Sick animals will be isolated, rejected, or sacrificed.
 - 3.6: Ear tags on incoming sheep should be verified that they match the ear tag numbers included on the shipping invoice.
 - 3.7: Rats and/or mice are taken to appropriate floor; animal caretaker or floor supervisor is notified.
 - 3.8: On arrival canine ear tattoo numbers are verified by crossmatching with shipping invoice.
 - 3.9: If any permanent identification, i.e. tattoos, ear tags, etc. do not match incoming paper work, the vendor will be contacted immediately for clarification.
 - 3.10: Principal Investigator is notified by phone of the arrival of the animals.

3.11: The following information is recorded in Receiving book:

- A. Date of arrival.
- B. Time of arrival.
- C. Vendor.
- D. Principal Investigator.
- E. Department and IACUC number.
- F. Purchase order number.
- G. Number of animals.
- H. Species.
- I. Strain.
- J. Ordered weight.
- K. Date of birth.
- L. Area animals are to be housed.

3.12: All pertinent information from 3.11 is submitted to the purchasing officer.

A. Information is entered into the Granite program and cage cards are created.

3.13: If the animal is to be used in a GLP study, then the corresponding GLP study number should also be included on the cage card to provide a cross reference with the IACUC number.

3.14: Animals to be used in special projects where weight is critical, are weighed on arrival.

3.15: Quarantine procedures for each species will be followed. Refer to SOPs 1.A.2-9.