

## Standard Operating Procedure

SOP Number: **02-18-4053**  
Service: **Research**  
Operating Section: **Husbandry**  
Unit: **CMF**  
Title: **Receipt of Incoming Animals**

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### **Purpose:**

To describe the procedures for receipt and inspection of all incoming animals.

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### **Procedure:**

- 1) Animals from approved and non-commercial vendors are received through the animal receiving dock and taken to the basement via the dirty elevator.
- 2) Animals from approved vendors will be placed in the animal decontamination room (052) and animals from non-commercial sources will be placed in the non-commercial holding area (NCA - 049).
- 3) In the holding rooms (052 or 049), CMF personnel will spray newly arrived animal containers with an appropriate disinfectant (see SOP "Preparation and Use of Disinfectants"). The animal order should be reviewed to ensure that the order is consistent with what is written on the packing slip.
- 4) Rodents are visually inspected by the CMF husbandry staff, and USDA covered species are inspected by the CMF veterinary staff. If any of the following conditions are observed in animals not concealed within shipping crates, the individual must notify the animal procurement individual immediately and make a note on the packing slip:
  - a) death
  - b) overtly diseased, including, but not limited to, the following signs:
    1. lethargy or weakness
    2. rough haircoat
    3. ocular or nasal discharge
    4. diarrhea
    5. sneezing, coughing, or labored breathing
    6. hunched posture
    7. physical injury that may potentially affect the well-being of the animal
- 5) Rodent shipping containers:
  - a) Shipping containers must arrive intact (no openings, punctures, etc.) to be acceptable.
  - b) Unacceptable containers may be routed through a species-specific quarantine/conditioning period identical to that of animals arriving from a non-commercial vendor at the discretion of the veterinarian. These animals will not be permitted to enter into barrier facilities. Vendors will be expected to replace all animals arriving in unacceptable containers.
  - c) All appropriate documentation must accompany the shipment.
  - d) If diseased/dead animals are found when a shipping crate is opened, the animal procurement individual must be contacted immediately. The order may be accepted or refused (i.e. replacements requested) at the discretion of the Clinical Veterinarian, CMF, or designee in consultation with the PI involved.

- 6) Once the veterinary staff has inspected the rodents/crates, those from approved vendors will be housed in the appropriate animal room in general housing. Rodents from non-commercial sources will remain in the NCA holding rooms (048 or 051). Rabbits or guinea pigs, from non-approved vendors, will go to the small animal quarantine room (046). Large animals (canine, swine, non-human primates) will go into the large animal quarantine room (045), unless the regular housing rooms are unoccupied. The animal order should be reviewed to ensure that the animals are housed according to the PIs instructions. As rodents are being caged, the animals are inspected by the receiving caretaker. If any animal deaths, signs of disease, or other abnormalities are observed, the animals are left in the container while the attending veterinarian is contacted for investigation.
- 7) If requested on a complex order, a member of the research staff must be present for the uncrating. The CMF technician must call the contact person on the order and arrange for someone from the research lab to assist them when uncrating the animals. Once complete, the CMF technician and the research technician both sign off on the packing slip. If the researcher is delayed by 30 minutes or more, the CMF technician must call the Operations Manager, CMF, for further instructions.
- 8) Animals are transferred by rubber-tipped thumb forceps or by gloved hands directly into their home cages. Forceps or gloves must be changed between each container.
- 9) Shipping containers are promptly removed to the refuse area, and the receiving cart is sprayed with disinfectant or washed. Do not remove the cart from room 052. You must bring your own cart to transport the animals to their housing room.
- 10) After receipt and housing of the animals, the packing slips, with receiving documentation by the CMF staff, are submitted to the animal procurement individual, CMF, for processing.
- 11) Large animals will be held in quarantine for 14 days. Once the animals have been released from quarantine by the veterinarian they are relocated to their housing rooms.
- 12) At the end of the quarantine rodents are brought to the animal transfer room (043). The animals are placed into new cages in the hood. These fresh cages are then transported to the appropriate housing room.
- 13) All animals are transported through the corridor according to specific instructions by species. Mice and rats enter the housing area through entry airlock/gowning room 076A (unless destined for Cancer Center housing), rabbits, guinea pigs, and swine enter the housing area through entry airlock/gowning room 076B and non-human primates enter the housing area through entry airlock/gowning room 076C.

**Comments:**

All animals will undergo a quarantine/conditioning period specific for each species and rearing conditions (e.g. barrier, conventional, non-commercial, etc.) Each of these procedures is outlined in separate quarantine/conditioning SOPs.

**OFFICE USE ONLY:**

**APPROVALS**

<b>Responsible Official Signature</b> <i>John M. Cur DVM, PhD</i>		<b>Date</b> 4/28/18	
<b>QA Signature</b> <i>[Signature]</i>		<b>Date</b> 04/26/2018	
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