

Standard Operating Procedure

SOP Number: **02-18-5003**

Service: **Research**

Operating Section: **Administration**

Unit: **Comparative Medicine Facility (CMF)**

Title: **Routing and Procurement of Research Animals and Related Supplies and Equipment**

Purpose:

To define policies which guarantee that the purchase of animals, animal related equipment, food, and supplies are centralized, and that applicable city, state, federal, and institutional regulations pertaining to animal procurement, receiving, and housing are met.



Procedure:

- 1) After IACUC protocol approval and receipt of appropriate funding, investigators should contact the IACUC Office for an IACUC number. This number serves as an authorization number for placing an animal order.
- 2) All animal orders must be submitted through the Research Portal. This includes, prior to any committing of funds or project commencement, any orders for strain sharing and collaboration, strain creation, resuscitation, and rederivation through either commercial vendors or through outside institutions,
- 3) Protocols are linked to specific account numbers. Any changes must be approved by the IACUC Office, and changes will be made in the CMF system.
- 4) The CMF Operations Manager or designee must approve space availability prior to the placement of the order.
- 5) For most species, a minimum of 3-7 working days is required for animal delivery. For species or strains that are difficult to obtain, delivery dates will vary with supply. Investigators will be notified of availability and anticipated delivery dates when they place their orders.
- 6) Requirements for placing orders for timed-pregnant and surgically altered animals vary with species and vendor. However, commercial vendors generally require special arrangements well in advance of the anticipated delivery date. Commercial vendors do not always have animals available for specifically requested delivery dates. These orders are best handled when the company can be notified well in advance and animals are actually bred for a specific research protocol. Although vendors vary with their guarantees on timed pregnant animals, investigators are advised to discuss this with the CMF procurement office as orders are placed.
- 7) Order changes or cancellations must be made as soon as possible by contacting the CMF procurement agent. Principal Investigators are responsible for charges associated with order changes and cancellations.

- 8) All acquisition of animals, live or dead, and related food and caging will be handled directly by the CMF for all investigators with the exception of controlled and hazardous agents. Acquisition of veterinary biologicals, animal care supplies and equipment related directly to the care of the animals will also be handled directly by the CMF through a standard purchasing system. Exceptions to this must be approved in the IACUC protocol. For purchase of controlled substances, refer to SOP "Policies Governing Research and Controlled Substances". Purchase of hazardous materials is the responsibility of the P.I. and such purchases must adhere to institutional policy.
- 9) Some commercial vendors are able to provide a long history of pathogenic-free animals and they have an immense monetary interest in keeping their animals clean, therefore all animal orders are limited to clean areas and facilities of approved, commercial vendors. A list is available in the CMF office. All animal orders from non-commercial sources must comply with policies outlined in SOP "Importing Rodents from Non-Commercial Sources".
- 10) Wild and endangered species.
- a) This category includes any animal that must be captured. Under existing laws, capture of an animal requires a special permit from the State of Illinois and USDA. The CMF will obtain such permits as the need arises. Any investigator wishing to use atypical laboratory species (e.g., raccoons, prairie dogs, opossums, mink) must discuss this with the veterinarian or designee. Investigators must allow a minimum of 90 days for institutional acquisition of applicable permits.
- b) Endangered species are obtainable only under special conditions with a restricted permit from the federal government. Arrangements for these animals must be discussed with the veterinarian a minimum of 120 days prior to anticipated delivery of the animals to allow institutional acquisition of applicable permits.

OFFICE USE ONLY:

APPROVALS

Responsible Official Signature		Date	
		3/18/24	
QA Signature		Date	
		03/18/2024	
Version #4	Effective Date	Supersedes #3	Original Date 8/17/11