



## Animal Facility SOP 6.1

### Animal Receiving

<b>Date Adopted</b>	9/20/19
<b>Date Last Updated</b>	8/3/2022
<b>Prepared by</b>	Kelley J. Murphy, Sr Research Associate, Hoffman Lab Edited by Ingrid Tulloch 9/20/19
<b>Reviewed by</b>	Julie Watson 8/3/22,; Matt Terzi 10/22/19, 3/31/20

**Purpose:** To describe the procedure for ordering, receiving and distributing animals.

### **Personnel Responsibilities**

**Animal Facility Manager:** Receives animal orders from investigators, places animal orders with vendors, receives and unpacks animals, notifies investigators of arrivals and discrepancies, notifies the veterinarian of health issues and fills out paperwork.

Follow up with the investigator and vendor for order discrepancies. Reviews deviations in this process and implements corrective action or SOP revision accordingly.

**Veterinarian:** Reviews health problems and provides veterinary care.

### **Materials and Information Required:**

- Purchase Orders
- Cage cards
- Pen
- Sterile or clean cages that are appropriate for the species being received
- Receiving log
- NRC “Guide for the Care and Use of Laboratory Animals” (Guide).
- Cage enrichment items (nest material, diamond twists, etc)

### **Procedure:**

1. Use access badge to secure the BSSC right elevator # 2 rear door.
1. Animals will be received at the BSSC receiving dock and following disinfecting procedures are transported directly into the animal facility by the Animal Facility manager (AFM). All containers of animals will be covered with a cloth when being transported in public areas. Animals must never sit unattended or unsecured in any public access areas.
2. At the receipt of animals, shipping documents and invoice shall be checked for accuracy.

3. The AFM examines the transportation carton and notes any damage in the receiving log.
4. The AFM places shipping containers on a disinfected pallet or cart, and sprays all surfaces of the box with disinfectant before moving the container into the animal facility.
5. The AFM prepares rodent cages with bedding, water bottle, wire bar lid, feed, cage card holder and microisolator top.
6. The AFM prepares cards for each cage with the following required information:
  - Investigator name*
  - Protocol number*
  - Date of birth or arrival*
  - Species/strain*
  - Sex*
  - Number of animals per cage.*
7. Unpacking will be performed in the changing station in the designated animal room which will be used for quarantine.
8. The AFM or Animal Care technician sprays the box with disinfectant again, unpacks the animals using aseptic procedures as described in SOP [‘Working with microisolator cages](#) using aseptic technique.” During the unpacking process, the AFM observes the animals closely. Animals with health problems should be set aside and the veterinarian and facility manager notified. Animals are housed according to the “Guide.”
9. Animals should be group housed upon arrival unless specifically exempted in the animal care and use protocol. All cages receive enrichment based on the approved protocol requirements. Singly-housed animals will receive enrichment items such as diamond twists (mice) or gnawing blocks (rats). All attempts to group house animals arriving at the BSSC vivarium will be made in accordance with the “Guide” unless specifically stated in the approved protocol.
10. Animals must be unpacked on the day of arrival.
11. The AFM records the shipment on the [animal room daily monitoring sheet](#)