



IACUC SOP:	Lab Animal Care (LAC) SOP Purchase of Laboratory Animals	
SOP#201.00	IACUC Approved: 9/8/2023	IO Approval: 9/14/2023

A. Background

All vertebrate animal studies must be reviewed and approved by IAUC before the study can begin. A&M-SA is dedicated to maintaining the highest standards for animal care and use in research and teaching activities including those involving free-ranging wildlife, while ensuring compliance with all applicable laws, policies, and regulations. [IACUC system policy](#) and [TAMUSA rule](#) is linked here. This SOP only concerns species used for research animals.

PI Responsibility

1. Principal Investigator (PI) or designee are responsible for purchase of animals.
2. PI or designee may order animals only AFTER IACUC approval has been obtained.
3. Animals may be ordered only from certified commercial vendors approved on the protocol. If the PI is planning to bring in animals that are not sold by commercial vendors, please contact Research Compliance Coordinator immediately iacuc@tamusa.edu or 210-784-2344 for further steps. **DO NOT ORDER ANIMALS UNTIL YOU GET CLARIFICATION.**
4. PI or designee must submit an animal requisition through Aggie Buy following Departmental Procurement process.

Ordering Animals

1. Specify the following details in the requisition:
 - a. Vendor/ source
 - b. Billing account number
 - c. Species, strain, age or weight range, sex, and quantity
 - d. IACUC Protocol number and Name of PI
 - e. Housing location and room number/
 - f. Delivery date
 - g. Any special instructions, if necessary
2. Notify the Office of Research Compliance (ORC) of the order and proposed date of arrival. ORC staff will verify the details and active status of the protocol.

Receiving Animals

1. Notify the IACUC office of the date the animals arrive.
2. Spray all shipping container(s) surfaces with an approved disinfectant (i.e. Clidox) before entering the building from the receiving dock.
3. Take shipping container and the animal identification cards from the receiving area to the assigned room. Shipping container must be covered with an opaque sheet and put on a cart for transport through public corridors.

4. While housing the animals, verify the number and sex of the animals against the order. If the number or sex received is different from the order, the PI will immediately notify IACUC.
5. Before removing the shipping container(s) from the animal room, ensure all containers have been opened and all animals properly housed.
6. Remove labels from shipping containers and discard containers in the dumpster located at STEC loading dock. Do not leave empty shipping containers in the facility or on the dock overnight.
7. It is the PI's or designee's responsibility to coordinate and receive the live animal shipments at STEC loading dock.
 - a. Inspect for any external damage.
 - b. Separate all animal containers by the order number on the shipping label and check the shipping label on each box to ensure that order numbers match.
 - c. Animals may have been shipped in multiple containers or in one container with multiple compartments. Do not mix animals or sexes when housing them.
 - d. Verify if the shipment is from an approved source.
 - e. Note if the shipment has animals with timed/untimed pregnancies.
 - f. Verify the weight, sex, age, or strain match with the order.
 - g. Note any special instructions on container or label.

Housing Animals

1. It is PI's responsibility to notify ORC staff via email regarding the status of the animals [healthy, injured, sick, or dead] received in the shipment. This is important to keep you in compliance with the number of animals approved for use in the study.
2. Notify PI immediately if any problems or health concerns are noted during housing of animals. Open transfer boxes under the hood and prepare cages with appropriate bedding, food, and water.
3. Refer to species specific SOP for transfer of animals from shipping container to permanent enclosure. For example, for rats: 1 per small cage, 2 per large (max), for mice maximum is 5 per cage.
4. It is the PI's responsibility to always maintain a clean housing space. Promptly clean up after experiments daily.

Record Keeping

1. PI or designee is responsible for collecting and maintaining all packing slips.
2. PI or designee is responsible for comparing the packing slips with the query and review them for accuracy.
3. PI or designee must record the assigned room numbers on the shipping container(s) and generate approved cage identification cards.

History:

Version 01 - Initial Approval: 9/8/2023

IO Approved: 9/14/2023