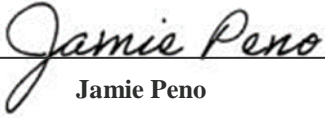
 <div> <div>DIVISION OF RESEARCH & INNOVATION</div> <div>Research Integrity & Compliance</div> </div>		Institutional Animal Care and Use Committee Standard Operating Procedures	
Title: Animal Ordering and Procurement			
Effective Date:	December 22, 2020	Document Number:	IACUC-SOP-02-01.00
Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <div> Jamie Peno Director, Research Integrity and Compliance </div> </div> <div style="text-align: center;"> 12/22/2020 <hr style="width: 100%;"/> Date </div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

The University of North Texas Institutional Animal Care and Use Committee must approve the use of all animal for research or teaching purposes affiliated with UNT. Animals may not be ordered or procured without prior approval of an animal use protocol with an appropriate source and species.

SCOPE

All animal orders will go through authorization by the UNT Laboratory Animal Facility Manager or designee in order for the correct paperwork and documentation to be completed and to confirm prior IACUC approval and animal numbers. Principal Investigators procuring animals from the field or via transfer from another UNT Approved AUP must follow approved methods described in an approved Animal Use Protocol and retain documentation of such.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton
IACUC- Institutional Animal Care and Use Committee
SOP/SOP's- Standard Operating Procedure(s)
IO- Institutional Official
PI- Principal Investigator
USDA- United States Department of Agriculture
LAF- Laboratory Animal Facility

PROCEDURES

I. Ordering

- A.** All animal orders should be placed through the PI's respective departmental purchasers and should include relevant study information that will be verified against the approved IACUC protocol prior to final order authorization, including:
 - 1. UNT IACUC approved AUP number
 - 2. Animal information such as species, strain, sex, etc., as applicable.
 - 3. Animal quantity to be ordered
 - 4. Animal delivery location

II. Source of Procurement

- A.** The UNT Laboratory Animal Facility Manager and the Attending Veterinarian are knowledgeable regarding appropriate sources and availability of animals for use in research and should be consulted, especially if special species or strains are required.
 - 1. The UNT Laboratory Animal Facility receives periodic health assessment reports for various sources and can make recommendations regarding use of these animals are made based on their health status.
 - 2. Requests to obtain animals from an unapproved vendor must be approved in advance of including them as a source in an Animal Use Protocol.
 - 3. Commercial vendors, selected on the basis of consistent good health of their animals and on dependable delivery and service, are used most frequently as a source of research animals. Animals generally not considered acceptable or with limited acceptability due to known disease problems may be purchased if required for a particular study; however, the Investigator must realize that these animals will have to be housed and handled in such a way that they do not jeopardize the health of any other animals or humans.
- B.** Other Institutions may sometimes be used as a source.
 - 1. The IACUC must be notified if animals are to be acquired from other Institutions with justification provided in the AUP.
 - 2. The Laboratory Animal Facility and or Attending Veterinarian may inquire about the health status of these animals so that they may be shipped and housed in a manner that protects them from infection and prevents infection of other resident animals.
- C.** Transfers from another UNT Principal Investigator may also be used as a source. (See IACUC Procedure 02.07 Animal Transfers Between Approved Protocols)
 - 1. The animal species information and AUP in which the animals are currently housed should be provided in the proposed AUP for approval.
 - 2. An animal transfer form (See IACUC Form 12- Animal Transfer Between Approved AUPs) should be completed after AUP approval and approved by both the transferring PI and receiving PI with final approval of any previously used animals from a member of the UNT Veterinary Staff to evaluate appropriateness and minimize overuse.
- D.** Collection from the field.
 - 1. Animals that will be collected from the field must also have prior approval from the UNT IACUC through and approved AUP.
 - 2. Methods of collection, criteria for inclusion, and animal numbers to be collected must be described and strictly followed as approved.
 - 3. Permits for such collection should be provided to the IACUC to be retained with the AUP.

4. As permits are renewed throughout the life of an AUP they should be submitted to the IACUC for retention.

E. Breeding and embryo sourcing

1. Breeding or use of acquiring embryos may result in variance of animal numbers and should be described and approved in the AUP. (See IACUC Procedure 02.10 Breeding Protocols and Housing)
2. Though embryos are not regulated by the IACUC, once they become a vertebrate animal they must be counted against approved AUP animal numbers and therefore should be reported to the IACUC and have prior approval.

III. Shipping and Receiving

- A.** Animal shipping should only be arranged when there will be personnel available to receive them.
- B.** Animals that are being transferred between Principal Investigators must have prior approval and follow all UNT Animal Transport Procedures. (See IACUC Procedure 02.06 Animal Transportation Requirements)
- C.** All shipments of animals to other Institutions, regardless of whether or not they are to be returned, must be coordinated through the Lab Animal Facility to ensure that proper methods are used and that any Health Certificates required by the USDA are completed and copies retained.
- D.** Animals or embryos being collected from the field and transported or shipped to housing must have methods of such described in an approved UNT AUP.
- E.** Animals to be housed in the UNT Laboratory Animal Facility should follow all facility procedures and are received by the Facility Manager or designee and checked for order specifications and any obvious signs of illness. The animals are then identified in an appropriate manner. The Facility Manager ensures that the animals are housed in the appropriate animal room and notifies the Investigator of the animal's arrival and location. If by mistake, animals to be housed in the LAF are delivered directly to an Investigator and bypass receiving procedures, LAF Facility Manager should be notified immediately.
- F.** Documentation of all forms of animal intake and study enrollment should be retained by the Principal Investigator and available for inspection.

REFERENCES

1. UNT IACUC Procedure 02.07 Animal Transfers Between Approved Protocols
2. UNT IACUC Procedure 02.10 Breeding Protocols and Housing
3. UNT IACUC Procedure 02.06 Animal Transport Requirements
4. UNT IACUC Form 12- Animal Transfer Between Approved Protocols

APENDICES

IACUC Standard Operating Procedures