

## ***Procedures for Research Animal Procurement***

**Procedure Number:** PROC-008

**Version Number:** 02

**Category:** Operations

**Subject:** Procurement of live animals associated with animal-based science activities

**Approving Authority:** Animal Care Committee

**Responsible Office:** University Veterinarian

**Related Policy:** Research Animal Procurement Policy (POL-008)

**Approval Date:** July 12, 2018

**Effective Date:** August 12, 2018

**Revised:** April 23, 2014, April 14, 2016

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### ***Procedure for Animal Care Committee (ACC) Approval of Animal Sources***

The Principal Investigator will:

- 1) Include within the related Animal Use Protocol(s) all animal sources – commercial and non-commercial

The University Veterinarian, or designated Institutional Veterinarian will:

- 2) On behalf of the ACC, develop and maintain a log of all acceptable animal sources, excluding wildlife used by Field Researchers;
- 3) During the AUP review process, assess all animal procurement sources listed to ensure they align with regulatory and veterinary standards; and
- 4) For unacceptable or concerning potential animal sources, liaise directly with the PI to identify an acceptable source.

The ACC will:

- 5) During the AUP review process, review and approve, as appropriate, all sources of animals used in animal-based science.
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*Procedure for Animal Care Committee (ACC) Approval of Animal Procurement Administrator*

The Requestor responsible for an arms-length or Non-Arms-Length Managed (NALM) site will:

- 1) Submit to the ACC via the *Animal Procurement Administrator Approval Request Form (APP1)* a request for approval of an animal procurement administrator.

The ACC or its Executive will:

- 1) Review Animal Procurement Administrator applicants by assessing their accountability to ensure their role is arms-length from researchers requesting their animal procurement services;
- 2) Determine by consensus the status of the request during an ACC Executive or full meeting;
- 3) Communicate its decision via email to the requesting supervisor and related AC Facility Supervisor, as applicable;
- 4) As applicable, provide a certificate to all Animal Procurement Administrators; and
- 5) Perform annual reviews to confirm maintenance of policy and procedure alignment during ACC Site Visits of all previously approved Animal Procurement Administrators to ensure ongoing alignment with the Research Animal Procurement Policy; and

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*General Procedure for Animal Procurement by Laboratory Animal Researchers*

The Requestor will:

- 1) Ensure that the request for and receipt of animals aligns with his/her approved AUP;
  - a) All exemptions from *SOP 310 – Holding Period Post Admission* will be requested and approved via the Animal Use Protocol form prior to the related animal procurement.
- 2) Involve an Institutional Veterinarian from the outset for animals identified within the related policy as requiring a veterinarian.
- 3) Submit the Animal Order to the Animal Procurement Administrator associated with the facility to house the requested animals.
  - a) If the Requestor is a PI designate, the PI must be copied on the request. As required, provide the requested animal source, e.g. vendor name and related specifics (specific source room).
- 4) Upon receipt of animals that may be sick either upon arrival or within the next week, inform the AC Facility Supervisor/Institutional Veterinarian, as per the *Sick Animal Response Policy (POL-009)* and *Procedures (PROC-009)*.

The Animal Procurement Administrator will:

***Process Research Animal Orders***

- 1) Initial Receipt

- a) Prior to the request being submitted, assist the requestor and/or Institutional Veterinarian in finding an appropriate animal source.
  - b) Receive Animal Orders from researchers and/or their confirmed designates.
    - i) Field Researchers requesting housing within an Animal Care (AC) Facility - Receive notification of researcher intentions to house wild-caught animals and allocate housing space (if necessary).
- 2) Initial Reviews/Notifications
- a) Review all requests to ensure form completeness and alignment with the related AUP. Resolve incomplete forms and/or requests that do not align with the approved AUP, as follows:
    - i) Form Incompleteness – Return form to requestor
    - ii) AUP Non-Alignment, e.g. source, strain, authorized animal numbers – Seek direction from AC Facility Supervisor and/or ACC Coordinator (auspc@uwo.ca) and then notify the requestor of ACC requirements prior to ordering
    - iii) As applicable to the organization, ensure the Requestor is authorized to use the fund source identified on the order as per institutional funding requirements.
  - b) Seek confirmation from the AC Facility Supervisor that adequate space, housing and personnel are available to accommodate the request. Receive appropriate approval by the associated AC Facility Supervisor, or designate, if applicable.
    - i) Notify the AC Facility Supervisor of all requests from Field Researchers for housing wildlife within an Animal Care Facility
  - c) For animals identified as requiring veterinarian involvement within the related policy:
    - i) Inform an Institutional Veterinarian of the request (see subsequent sections);
    - ii) Request and forward source identification and related health reports to an Institutional Veterinarian.
  - d) Send a confirmation notice of order receipt to the requestor and related PI.
- 3) Order Processing
- e) Process animal procurement requests that are complete and in alignment with the approved AUP.
  - f) Place Animal Orders with applicable, approved vendors/sources with reference to the AC Facility Supervisor and Institutional Veterinarian, as applicable.
  - g) If vendors are unable to fill the order as requested and have provided alternative 'offers', relay these offers to the requestor requesting their decision; and inform the Requestor of order details, e.g. delivery schedule, quote for animal landed cost (as available).
- 4) Documentation
- h) Forward related animal health reports sent by the animal source to the AC Facility Supervisor/Institutional Veterinarian, as directed by them.
  - i) Prepare related documentation, e.g. delivery schedule, cage cards, quarantine paperwork.

- j) Report the following animal procurement detail to the ACC via the eSirius database, or the External Animal Numbers template (via OWL): AUP number, PI name, species, strain (rodentia only), quantity, note that animals originate from wild caught sources, as applicable
  - k) Maintain historical animal order records for at least 1 year (2 years for dogs and cats).
- 5) Other Actions
- l) As appropriate to the role, confirm procedural quarantine is established.
  - m) Immediately notify the AC Facility Supervisor/PI/Institutional Veterinarian of any newly arrived sick animals, as per the *Sick Animal Response Policy* (POL-009) and *Procedures (PROC-009)*.
  - n) Notify the ACC Executive of any Concerns arising from animal procurement that cannot be readily and appropriately resolved.

### ***Process Research Animal Deliveries***

- 1) Ensure animals delivered are reconciled with orders, and
- 2) Maintain related records and process/forward for billing purposes, as appropriate.

The AC Facility Supervisor will:

- 3) In conjunction with an Institutional Veterinarian and the researcher, provide direction to the Animal Procurement Administrator regarding animal source options, health status, animal delivery, holding, housing and quarantine requirements relating to the procurement of new animals.
- 4) Ensure that space and housing conditions, e.g. quarantine, are appropriate for the requested animals.
- 5) Ensure adequate competent staff is available to accommodate the requested animals.
- 6) Provide feedback to Field Researchers requesting housing of wildlife within the AC Facility.
- 7) Update the Animal Procurement Administrator on the decision.
- 8) Follow-up on new animal arrivals found to be sick, as per the *Sick Animal Response Policy* (POL-009) and *Procedures (PROC-009)*.

The Institutional Veterinarian will:

- 9) Provide direction/consultation services to the AC Facility Supervisor and researcher / designates regarding:
  - a) animal source options, e.g. appropriateness
  - b) health status, e.g. verify identification, vaccination status, health reports
  - c) animal delivery, holding, housing and quarantine requirements
- 10) Ensure that all CFIA and other import requirements are fulfilled (see next section)
- 11) Follow-up on new animal arrivals found to be sick, as per the *Sick Animal Response Policy* (POL-009) and *Procedures (PROC-009)*.

*Procedure for Animal Procurement of Non-Human Primates*

The Principle Investigator will:

- 1) Identify and proactively – well in advance of need - communicate the specific animal requirements via the organization’s procurement process, e.g. eSirius Procurement module.
- 2) Ensure the related AUP data aligns with this request, e.g. animal numbers, strains and has an approved status
- 3) Include the requested source, if already identified
- 4) Seek immediate, direct assistance from an Institutional Veterinarian or designate

The Animal Procurement Administrator will:

In addition to the normal procurement process outlined above,

- 5) Immediately upon receipt of a NHP order request, inform the Institutional Veterinarian responsible for research animal procurement.
- 6) Immediately notify the AC Facility Supervisor.
- 7) Assist the PI and/or Institutional Veterinarian in finding an appropriate animal source, as requested.
- 8) Request from the animal source and forward to the Institutional Veterinarian requesting review detailed animal information relating to prospective animals to be procured, e.g. identification, health reports, species/strains, age, weight, sex.
- 9) Upon approval by the Institutional Veterinarian, and confirmation of intention to proceed by the PI,
  - a) submit the request to the vendor, e.g. Purchase Order,
  - b) inform the institutional procurement officer, and
  - c) copy the Institutional Veterinarian and AC Facility Supervisor on related communications.

The AC Facility Supervisor will:

- 10) Consult with the Institutional Veterinarian to confirm space and related caging and staff support are available for quarantine and subsequent housing.
- 11) Ensure staff is trained and available to support the acquisition.
- 12) Work with the Institutional Veterinarian to prepare for and undertake related inspections, e.g. CFIA

The Institutional Veterinarian will:

- 13) Work directly with all parties – PI, Procurement Administrator, AC Facility Supervisor, animal sources – to review the specifics of the request, including animal health status (e.g. vaccinations), identify/review related housing/quarantine/staffing requirements and approve the request.

- 14) Coordinate CFIA inspection visits in conjunction with the AC Facility Supervisor – ensure all import requirements (e.g. quarantine housing, staffing) are met in advance of animal arrival; provide support to AC Facilities Supervisor to ensure inspector recommendations are fulfilled and staff is instructed to follow quarantine requirements; forward related documentation to the Procurement Administrator for record-keeping; and be present upon animal arrival to perform health checks and respond to CFIA inspector questions.

The Institutional Procurement Officer will:

- 15) Upon notification begin the process of obtaining a re-export permit and an import permit.
- 16) Request and obtain the 'Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).'
- 17) Coordinate with a broker to assist clearance at customs and border CFIA inspector.
- 18) Forward related documentation to the Procurement Administrator, AC Facility Supervisor and Institutional Veterinarian.

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### *Procedure for Animal Procurement of Farm Pigs*

The Animal Procurement Administrator, in addition to the general procurement procedure described above, will:

- 1) In accordance with Canada's industry-led swine traceability system, the Pig Trace Program, within 7 days of animal arrival as well as upon euthanasia, record and maintain related animal details in a centralized, retrievable record for at least 5 years<sup>1</sup>, and
- 2) As requested by an Institutional Veterinarian, in advance of arrival, provide procurement and related animal source health reports to the Institutional Veterinarian.

The Institutional Veterinarian will:

- 3) Review the delivery schedule and animal source health reports and follow-up with other stakeholders, as requested by the veterinarian.

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### *Procedure for Animal Procurement of Imported Mini Pigs*

The Animal Procurement Administrator, in addition to the general procurement procedure described above, will:

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<sup>1</sup> Canadian Pork Council. Retrieved from PigTrace Canada website: <http://pigtrace.ca/movement-reporting/> 21Feb2018

- 1) Immediately forward the request to the Institutional Veterinarian and related AC Facility Supervisor.
- 2) Immediately following approvals to proceed with the order from the PI, Institutional Veterinarian and AC Facility Supervisor or designate, forward order details to the institutional procurement officer.

The Institutional Procurement Officer will:

- 1) Upon notification begin the process of obtaining an import permit.
- 2) Coordinate with a broker to assist clearance at customs and border CFIA inspector.
- 3) Forward related documentation to the Procurement Administrator, AC Facility Supervisor, and Institutional Veterinarian.

The Institutional Veterinarian will:

- 4) Work directly with all parties – PI, Procurement Administrator, AC Facility Supervisor, animal sources – to review the specifics of the request, including animal health status (e.g. vaccinations), identify/review related housing/quarantine/staffing requirements and approve the request
- 5) Coordinate CFIA inspection visits in conjunction with the AC Facility Supervisor – ensure all import requirements (e.g. quarantine housing, staffing) are met in advance of animal arrival; provide support to the AC Facilities Supervisor to ensure inspector recommendations are fulfilled and staff is instructed to follow quarantine requirements; forward related documentation to the Procurement Administrator for record-keeping; inform the AC Facility Supervisor; and be present upon animal arrival to perform health checks and respond to CFIA inspector questions.

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### *Procedure for Animal Procurement by Field Researchers*

The Field Researcher will:

- 1) Annually by December 31 report the animal procurement detail for all animals involved exclusively in his / her field research (i.e. animals caught and retained in their natural habitat) to the ACC (via [auspc@uwo.ca](mailto:auspc@uwo.ca)) over the past calendar year.
- 2) For wildlife to be housed / used within an AC facility associated with Western's Research Community, the Researcher will:
  - a) Request pre-approval from the AC Facility Supervisor.
  - b) Inform the Animal Procurement Administrator associated with the facility of their intentions in advance of animal arrival.
  - c) For animals determined to be sick upon arrival or within the short-term, inform the AC Facility Supervisor/Institutional Veterinarian, as per the *Sick Animal Response Policy (POL-009)* and *Procedures (PROC-009)*

The Institutional Veterinarian will:

- 3) Provide direction/consultation services to the AC Facility Supervisor and researcher / designates regarding animal source options, health status, animal delivery, holding, housing and quarantine requirements relating to the procurement of wildlife to be housed at a site within Western’s Research Community.
- 4) Follow-up on new animal arrivals found to be sick, as per the Sick Animal Response Policy (POL-009) and Procedures (PROC-009)

**Revision History**

Version	Date	Description of Changes	Author
00	04-23-14	New policy	LT
01	04-14-16	Add/Modify definitions; add reference to SOP310; add procedures for AC Facility Supervisors & ACVS Veterinarians; add refs to other UCAC policies, e.g. SAR	LT/TDL
02	07-12-18	Removed definitions; added role for Institutional Veterinarian / University Veterinarian; added in multiple sections role of Institutional Veterinarian; refined APA role in Animal Orders; new procedures for procurement of NHPs, farm pigs, imported mini pigs; added APP1 APA Approval Request Form	AEW/LT



<b>Direct Supervisor of Applicant Information</b>	
<b>Name</b>	Click or tap here to enter text.
<b>Job Title</b>	Click or tap here to enter text.
<b>Email</b>	Click or tap here to enter text.
<b>Contact Number</b>	Click or tap here to enter text.

<b>Animal Procurement Administrator Applicant Information</b>	
<b>Name</b>	Click or tap here to enter text.
<b>Job Title</b>	Click or tap here to enter text.
<b>Email</b>	Click or tap here to enter text.
<b>Contact Number</b>	Click or tap here to enter text.
<b>Office Location</b>	Click or tap here to enter text.
<b>The applicant has successfully completed the Basic Animal Care &amp; Use online course</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The applicant is arms-length from the research for which animals will be ordered</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Provide the rationale regarding the suitability of this individual to assume the animal procurement administrator role</b>	Click or tap here to enter text.

Please complete and submit this form to the ACC via [auspc@uwo.ca](mailto:auspc@uwo.ca) for all persons to be directly involved in procuring animals within Western’s Research Community

<b>Other Information</b>	
<b>List the facilities and/or areas associated with research animal procurement</b>	Click or tap here to enter text.
<b>List the species to be procured</b>	Click or tap here to enter text.
<b>List the specific procurement sources (vendors / non-commercial sources)</b>	Click or tap here to enter text.

<b>Signatures</b>		
In signing below, I agree to abide by the Research Animal Procurement Policy (POL-008) and Procedures (PROC-008) and all associated institutional policies and procedures.		
Role	Name	Date (dd-mmm-yyyy)
<b>Direct Supervisor</b>		
<b>APA Applicant</b>		

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**ACC Office Use Only**

**Date form reviewed by ACC/Executive:** Click or tap here to enter text.

**ACC Determination:**

- Approved without conditions
- Conditionally Approved with Conditions: Click or tap here to enter text.
- Not Approved with Rationale: Click or tap here to enter text.

Please complete and submit this form to the ACC via [auspc@uwo.ca](mailto:auspc@uwo.ca) for all persons to be directly involved in procuring animals within Western’s Research Community