UNIVERSITY OF SASKATCHEWAN

University Animal Care Committee (UACC)
Standard Operating Procedure (SOP)

SOP #	Title
A102	Animal Acquisition and Reporting

1. Purpose

This SOP describes the general guidelines and responsibilities involved in the acquisition of animals and reporting of animal use in the UACC animal care and use program. Animal users acquire or procure animals from multiple sources including reputable vendors, non-traditional vendors, donation animals, wild animals, or animals maintained in University of Saskatchewan (USask) breeding colonies or production herds. The UACC considers such sources acceptable as long as animal users adhere to procedures outlined in this SOP. An online submission of the *UACC Animal Use Request and Report Form (AURR form)* to the UACC Animal Order Desk (AOD) is required in order to request animals, order animals, or report animal use. This SOP also describes the responsibilities of the principal investigator, Animal Order Desk and the Facility Manager.

The animal acquisition section includes the following categories.
- A. Animals Ordered from Reputable Vendors
- B. Animals Acquired from Non-Traditional Vendors or Donated Animals
- C. Animals Bred or Held by the University of Saskatchewan
- D. Client-Owned Animals
- E. Wildlife

2. General Information/Responsibility

Principal investigators (PI) requiring animals for research, teaching, testing, or production usually acquire animals from reputable vendors. Occasionally, animals are sourced from non-traditional vendors (e.g., auction, private producers) or sources (e.g., wild). Both the PI and the animal facility staff have specific responsibilities in the acquisition and receiving of animals. When animals are housed in a USask animal facility, appropriate acclimatization (*UACC SOP I108 - General Animal Acclimatization Guidelines*) of the animal upon receipt in the animal facility is necessary to screen animals for clinical signs of disease and to allow animals to adjust to their new environment.

3. Animal Acquisition

   i. **Ensure animal use is covered by an active Animal Use Protocol**

   ii. **Common Process for All Animals Ordered or Reported**

- All animals acquired or used under an approved AUP must be ordered or reported through submission of the online *AURR form*.
- Following electronic submission, the PI or delegated animal user records the "order confirmation number" to reference if any correspondence with the AOD is required.
- Upon receipt of an *AURR form*, the AOD will follow up with the PI or delegated animal user only if questions arise.
- Rejection of an *AURR form* by the Facility Manager or AOD requires submission of a new *AURR form*.

A. **Animals Ordered from Reputable Vendors**
All animals available from reputable vendors (i.e. commercial suppliers) must be ordered through the UACC Animal Order Desk (AOD). This includes all rabbits and rodents, fish and amphibians (refer to the [Procedure for Ordering and Importation of Aquatic Vertebrates](#)), and any other animals that are available or become available for purchase through a commercial supplier.

i) Process
- The PI or delegated animal user completes the online *AURR form* and submits it electronically, along with attachments (e.g., import permit or facility request for space form), if required. The form and attachments are automatically sent to the AOD.
- The AOD system prompts the Facility Manager by e-mail notification to assess the animal order.
- The Facility Manager confirms approval of the order directly within the AOD system only when the facility can accommodate the requested animals. Otherwise, the Facility Manager will not approve the order and will follow-up with the PI to communicate this decision and/or make alternate arrangements. The AOD will not process the order when the Facility Manager fails to approve the order.
- The AOD system will prompt the PI by e-mail notification to assess the animal order only when a student or research/teaching personnel has no signing authority. The PI must respond to the e-mail notification and provide their approval via reply email to the AOD, allowing the animal order/report to proceed. If an animal order is submitted by a delegated animal user with signing authority, the PI will receive e-mail notification with a summary of the order details for their records.
- The AOD will place an order only after confirmation that the AUP is ACTIVE and that the species, strain, and number of animals ordered matches an approved AUP.
- Any deviation from the approved AUP or the absence of an approved protocol will result in the suspension or rejection of the order. The AOD notifies the PI of

this suspension/rejection and will not place an order until the deviation is resolved (e.g. submission and approval of a protocol modification).

ii) Responsibility

- The **Principal Investigator** must ensure that only animals which have been approved by the UACC AREB are ordered.
- The **Animal Order Desk** must ensure that all information on the order has been approved by the AREB prior to placing the order, and to notify the PI if it does not.
- The **Facility Manager** (FM) must not accept animals in their facility without first ensuring that an Animal Use and Request form has been submitted to the AOD, thereby ensuring that the animals are covered under an approved AUP. The FM must also ensure that the AUP remains active and that no animals are housed under a suspended or closed AUP.
- The **Animal Care and Research Support** office must keep the UACC database up-to-date with respect to animal numbers and approvals by the AREB.

B. Animals Acquired from Non-Traditional Vendors or Donated Animals

Animals donated or acquired from non-traditional vendors include swine obtained from the Prairie Swine Centre or from other swine producers; fish or amphibians obtained from hatcheries, or other researchers; domestic or alternative livestock obtained from auction marts or private producers; chicks, chickens, or turkeys obtained from hatcheries or producers, and most other types of birds.

i) Process

- The PI or delegated animal user completes the online *AURR form* and submits it electronically, along with attachments (e.g. import permit or facility request for space form), if required, **BEFORE** the animals arrive at the facility, according to facility procedures. The PI must consult with the Facility Manager to know the timeline required by the facility. The form and attachments are automatically sent to the AOD.
- The AOD system prompts the Facility Manager by e-mail notification to assess the animal order.
- The Facility Manager confirms approval of the order directly within the AOD system only when the facility can accommodate the requested animals. Otherwise, the Facility Manager will not approve the order and will follow-up with the PI to communicate this decision and/or make alternate arrangements. The AOD will not process the order when the Facility Manager fails to approve the order.
- The AOD will prompt the PI by e-mail notification to assess the animal order only when a student or research/teaching personnel has no signing authority. The PI must respond to the e-mail notification and provide their approval via reply email to the AOD, allowing the animal order/report to proceed. If an animal

order is submitted by a delegated animal user with signing authority, the PI will receive e-mail notification with a summary of the order details for their records.

- The AOD will place an order or confirm with the PI that s/he may proceed with procurement of animals from the non-traditional vendor only after confirmation that the AUP is ACTIVE and that the species, strain, and number of animals ordered matches an approved AUP.
  - a. **Until the AOD verifies an animal order the PI must not make arrangements for delivery of animals to the animal facility.**
- Any deviation from the approved AUP or the absence of an approved protocol will result in the suspension or rejection of the order. The AOD notifies the PI of this suspension/rejection and will not place an order until the deviation is resolved (e.g. submission and approval of a protocol modification).
- For animals acquired from another institution, the PI must use the "*Request to Obtain Animals from Another Institution*" form and forward it to the source institution for completion. The UACC Clinical Veterinarian gives the final approval for the transfer of animals to Usask.
- When animals are not purchased for a research project/teaching course (e.g. donations, use of USask stock/colony animals), the PI/course director must complete the online *AURR form* and submit electronically to the AOD to allow UACC documentation of the use of those animals. Facility Manager approval is required and animal use is entered by the AOD.
- If the animals are not ordered directly through the AOD at the time of request, the PI must forward the invoice to the AOD. The AOD processes supplier invoices daily, billing the PI's weekly. An Animal Purchase Statement will be provided once the PI's fund (indicated on the Animal Use and Request Form) has been debited.

ii) Responsibility

- The **Principal Investigator** must ensure that only animals which have been approved by the UACC AREB are ordered/reported.
- The **Animal Order Desk** must ensure that all information on the order has been approved by the AREB prior to placing the order or verifying with the PI that s/he may proceed with the procurement, and to notify the PI if it does not.
- The **Facility Manager** must ensure no animals are housed without an approved AUP covering their use.
- The **Animal Care and Research Support Office** must keep the UACC database up-to-date with respect to animal numbers and approvals by the AREB.

C. Animals Bred or Held by the University of Saskatchewan

Animals bred or held by the University for use in research, teaching, or production include species such as cattle, pigs, sheep, genetically-modified rodents, and fish. An approved AUP must cover all breeding colonies, herds, and groups of animals held by the University and animals obtained from these sources.

i) Process

- The PI and/or Facility Manager must submit an AUP and receive approval from the AREB prior to establishing a breeding colony, herd, or group of animals.
- The Facility Manager and animal care staff will manage the breeding herd, colony, or group of animals as efficiently as possible to produce and maintain the animals required for use. Records of all animals produced, used, and culled will be kept by the Facility Manager and animal care staff.
- The PI must have an approved AUP for use of animals from a breeding colony, herd, or group of animals, specifying the number of animals s/he requires, or an AREB-approved Facility AUP which covers the general housing and maintenance of the colony or herd must be in place.
- When animals are not purchased for a research project/teaching course (e.g. use of USask stock/colony animals) the online *AURR form* must still be submitted electronically to record the use of those animals. Facility Manager approval is required and animal use is entered by the AOD. The only exception to this is mice or rats bred at Lab Animal Service Unit (LASU), as the Facility Manager reports those animal numbers to the UACC monthly.
- The PI completes the online *AURR form* and submits it electronically.
- Before the animal order is processed/approved, the Facility Manager must ensure animals bred can be accommodated/housed in the facility or that the use of a USask colony/herd is appropriate according to the *UACC Policy and Procedures on Animal Use Frequency for Teaching and Resident Herds/Colonies* (draft 2014).
- If approved, the Facility Manager confirms the request directly in the AOD system. The Facility Manager will not approve an order in the AOD system if animals cannot be accommodated in the facility. The Facility Manager will follow up with the PI to communicate this decision.
- The AOD checks the UACC database to ensure the protocol is ACTIVE and that the species, strain, and number of animals ordered matches the approved protocol, prior to confirming with the PI that s/he may proceed with the acquisition/use of the animals.
    a. **Until the AOD verifies the animal acquisition/use, the PI must not proceed with the project/course.**
- The Facility Manager and animal care staff will coordinate the transfer of animals from the breeding colony, herd, or group AUP to the PIs approved AUP, ensuring that the number of animals transferred does not exceed that in the PIs approved AUP.
- If the animals are not ordered directly through the AOD at the time of request, the PI must forward the invoice to the AOD. The AOD processes supplier invoices daily, billing the PI's weekly. An Animal Purchase Statement will be provided once the PI's fund (indicated on the Animal Use and Request Form) has been debited.

ii) Responsibility

- The **Facility Manager** must ensure that an approved AUP exists for breeding/holding of animals at their facility, the animals bred or held are managed efficiently, and animal numbers and usage are tracked.
- The **Facility Manager** must ensure an *AURR form* has been submitted to the AOD, thereby ensuring approved numbers are not exceeded.
- The **Principal Investigator** must ensure that only animals that have been approved by the UACC AREB are used, and that they communicate the anticipated animal requirements as accurately as possible to the **Facility Manager** to prevent overproduction of animals.
- The **Animal Order Desk** must ensure that all information on the *AURR form* has been approved by the AREB prior to recording animal use and to notify the PI if it does not.

D. Client-Owned Animals

Client-owned animals includes any animals (e.g. fish, amphibians, reptiles, birds and mammals) used for research or teaching that are not owned by USask, and an owner consent form has been signed by the animal's owner for use in an animal use protocol.

i) Process

- The PI or delegated animal user completes the online *AURR form* and submits it electronically, either before the use (if known), as soon as possible after each animal use or on a regular schedule to report the use of multiple animals (e.g. monthly or quarterly basis). The form is automatically sent to the AOD.
- The AOD system will prompt the PI by e-mail notification to assess the animal use report only when a student or research/teaching personnel has no signing authority. The PI must respond to the e-mail notification and provide their approval via reply email to the AOD, allowing the animal use report to proceed (AOD enters animal usage into the UACC database). If an animal use report is submitted by a delegated animal user with signing authority, the PI will receive e-mail notification with a summary of the order details for their records.
- The AOD will confirm that the AUP is ACTIVE and that the species, strain, and number of animals matches the approved AUP prior to confirming with the PI.
- Any deviation from the approved AUP or the absence of an approved protocol will result in the suspension or rejection of the request. The AOD notifies the PI of this suspension/rejection and will not approve the request until the deviation is resolved (e.g. through submission and approval of a protocol modification).
- **Using more animals than approved on the AUP is a non-compliance**. Refer to the *UACC procedures on Animal Use Non-Compliance.*

ii) Responsibility

- The **Principal Investigator** must ensure that only animals which have been approved by the UACC AREB are used and reported.

- The **Facility Managers** must ensure that client-owned animals used in their facilities are covered by an AREB approved AUP and an *AURR form* has been submitted by the AOD.
- The **Animal Order Desk** must ensure that all information on the *AURR form* has been approved by the AREB prior to recording animal use and to notify the PI if it does not.
- The **Animal Care and Research Support** office must keep the UACC database up-to-date with respect to animal numbers and approvals by the AREB.

E. Wildlife

Wildlife includes any wild animals (e.g. fish, amphibians, reptiles, birds and mammals) used for research or teaching that are observed, captured and released, captured and brought into captivity in a USask facility, or humanely killed in the wild.

i) Process

- Wildlife researchers must make every attempt to capture ONLY those animals that have been approved by the AREB.
- For transport and housing of wild animals in a USask facility, the animal user notifies the Facility Manager of the species and numbers of animals **BEFORE** their arrival to the facility, according to the facility procedures. The PI must consult with the Facility Manager to know the timeline required by the facility.
- The PI or delegated animal user completes the online *AURR form* and submits it electronically, along with attachments (e.g. import permit or facility request for space form), if required. The form and attachments are automatically sent to the AOD.
- The AOD system prompts the Facility Manager by e-mail notification to assess the animal order.
- The Facility Manager confirms approval of the order directly within the AOD system only when the facility can accommodate the requested animals. Otherwise, the Facility Manager will not approve the order and will follow-up with the PI to communicate this decision and/or make alternate arrangements. The AOD will not process the order when the Facility Manager fails to approve the order.
- The AOD system will prompt the PI by e-mail notification to assess the animal order only when a student or research/teaching personnel has no signing authority. The PI must respond to the e-mail notification and provide their approval via reply email to the AOD, allowing the animal order/report to proceed. If an animal order is submitted by a delegated animal user with signing authority, the PI will receive e-mail notification with a summary of the order details for their records.
- The AOD will confirm that the AUP is ACTIVE and that the species, strain, and number of animals matches the approved AUP prior to confirming with the PI (with copy to the Facility Manager) that the transport of wild animals to the animal facility is permitted.

a. **The PI must not make arrangements for the delivery of animals to the facility until AOD confirmation is received.**

- Any deviation from the approved AUP or the absence of an approved protocol will result in the suspension or rejection of the request. The AOD notifies the PI of this suspension/rejection and will not approve the request until the deviation is resolved (e.g. through submission and approval of a protocol modification).
- **Using more animals than approved on the AUP is a non-compliance.** Refer to the *UACC procedures on Animal Use Non-Compliance.*
- If wild animals are observed, captured and released, or humanely killed in the field (i.e. no live animals are brought into USask) the PI must submit the online *AURR form* once each field season is complete to document the animal use for that particular season. The AOD checks the UACC database to ensure the protocol is ACTIVE and that the species and number of animals matches the approved protocol; if consistent, the AOD enters animal usage into the UACC database.

ii) Responsibility

- The **Principal Investigator** must ensure that every attempt possible is made to capture only those animals which have been approved by the AREB.
- The **Facility Managers** must ensure that wild animals housed in their facilities are covered by an AREB approved AUP and that an *AURR form* has been submitted to the AOD.
- The **Animal Order Desk** must ensure that all information on the *AURR form* has been approved by the AREB prior to recording animal use and to notify the PI if it does not.

4. References

1. Request to obtain animals from other institutions (UACC Form).
2. SOPs from other institutions available on their websites.

5. Revision History

Date Created: 14 October 2015		Written by: Jane Alcorn
SOP Review and Revision History		
Revision Number	**Review/Revision Date**	**Reviewer**
01	05 Nov 2015	UACC
02	20 Nov 2018	UACC
03	11 June 2021	UACC