



Cornell University

Cornell Center for Animal Resources and Education

CARE 509.01 Animal Acquisition, Receiving, and Acclimation

The intent of this standard operating procedure (SOP) is to describe the guidelines for the acquisition, receiving and acclimation of animals designated for Cornell research and teaching protocol. This SOP is intended for use by facility managers, investigators and their research staff. This SOP is approved by the Cornell Institutional Animal Care and Use Committee (IACUC) and the Cornell Center for Animal Resources and Education (CARE). Any exemption must be approved by the IACUC prior to its application.

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1. Introduction

This standard operating procedure outlines the methods for acquiring, receiving and acclimating research animals.

2. Materials N/A

3. Procedures

- a. Acquisition responsibilities of PI or designee
 - i. Before ordering animals, ensure that the protocol has IACUC approval and that all personnel listed on the protocol have completed IACUC-required training.
 - ii. For facilities utilizing E-sirius Procurement, place animal order using the E-sirius web-based program.
 - iii. For facilities not utilizing E-sirius Procurement, approve housing through the facility manager before placing an animal order. **NOTE:** Orders may be placed by the manager or the PI depending upon the specific facility practices. If uncertain of facility procedures on animal ordering, consult with the facility manager.
 - iv. Supply the facility manager with emergency contact information that includes the following:
 - Lab or office phone numbers.

- Home phone numbers for evening, weekend, and holiday contact information.
 - v. Whenever possible, acquire animals from an approved vendor.
 - Consult with the facility manager for information on approved vendors.
 - Acquire the most recent health report for review.
 - vi. If animals are not available through an approved vendor, arrange for a CARE veterinarian to screen the health report for potential pathogens and prepare for the animals to be placed in quarantine for additional screening. Quarantine procedures will vary with the species of animal, the health status of the animals, and the facility in which the animals will be housed.
- b. Receiving responsibilities of facility staff
- i. Inspect shipping containers for damage upon arrival.
 - ii. Compare the packing slip contents to the original animal order and to the content of the shipment to make sure they are consistent with one another.
 - iii. Report the following information to the manager and the PI:
 - deviations from the order
 - shipping container damage
 - iv. Review the following information and transfer it to the animal's health record:
 - health history
 - vaccination history
 - date of birth
 - v. Match the animal's permanent identification (e.g., tattoos, ear tags) with the records received.
 - vi. Ensure all animals received from approved vendors or Cornell University sources are observed by animal care personnel.
 - vii. Report all abnormalities to a CARE veterinary staff member.
 - For animals ordered through a non-approved vendor, ensure that the animals are observed by CARE veterinary staff.
 - Accept health records for unapproved vendors only if they have been signed by a CARE veterinarian.

NOTE: Animals from non-approved vendors may need to be quarantined for additional health and pathogen screening in consultation with a CARE veterinarian.
- c. Acclimation responsibilities of facility staff
- i. Place animals in appropriate housing as soon as possible after they arrive
 - ii. Provide animals with fresh food and water
 - iii. Include the following information on the primary enclosure:
 - Principal Investigator
 - emergency contact numbers (including nights and weekends)
 - species and strain
 - sex
 - date of birth
 - arrival date

NOTE: An acclimation period of 7 days is strongly recommended for maximal adjustment. Experimental procedures conducted less than 72 hours after arrival must receive veterinary approval.

4. Safety

- a. Working with research animals can trigger allergies. Check with the facility manager regarding requirement for personal protective equipment and refer to [CARE SOP 715](#).
- b. Refer to the [CARE Zoonoses](#) web page for zoonotic information specific to the species with which you are working.
- c. Observe [CARE SOP 707](#) for animal-related injury.

5. Contingencies

- a. Emergency veterinary care is available at all times including after working hours and on weekends and holidays by CARE (pager 1-800- 349-2456).

6. References

- a. CARE SOP 707 Animal Related Injury
<http://www.research.cornell.edu/CARE/documents/SOPs/CARE707.pdf>
- b. CARE SOP 715 Personal Protective Equipment
<http://www.research.cornell.edu/CARE/documents/SOPs/CARE715.pdf>
- c. CARE Zoonoses web page
<http://www.research.cornell.edu/CARE/zoonoses.html>

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