

**University of Tennessee
Office of Laboratory Animal Care
Policy on Animal Procurement**

Federal animal welfare requirements and accrediting agency guidelines require appropriate recordkeeping and veterinary oversight of all animals used in research, teaching, and experimentation. Compliance with these requirements includes appropriate oversight of all research animal procurement. This involves verification of IACUC approval for the species, strain, and number of animals requested; and approval from the Attending Veterinarian for housing location, source, and health status. To achieve this required oversight, the following policy is immediately effective:

All acquisition, procurement, or movement of non-agricultural research animals to or from the University of Tennessee animal facilities or laboratories must be specifically approved in advance by the IACUC (via an approved protocol) and the Attending Veterinarian or his/her designee. For agricultural research animals, all acquisition or procurement also requires IACUC approval via an approved protocol and must be coordinated through the facility manager and attending veterinarian for that facility.

To facilitate the approval process and to maintain appropriate records, an animal requisition form must be submitted to the facility manager (for orders for non-agricultural animals from regulated vendors) who will verify the species, strain, and number of animals against the approved IACUC protocol before procurement is initiated. Facility managers place orders with approved vendors and report all procurements to OLAC. For requests to procure or otherwise acquire non-agricultural animals from non-regulated vendor sources (i.e. animals legally trapped, to be received from a collaborator, donated, acquired from unregulated sources) an animal requisition form must be submitted in advanced and approved by OLAC before the animals are procured. An OLAC veterinarian will verify IACUC approval and review the health status, source, and requested housing location and conditions for appropriateness. Note that OLAC will not approve requests for animals that do not fully comply with all pertinent state and federal regulations or animals whose source or health status is questionable or poses risks to the institution or other animals. Following OLAC approval, the requisition will be forwarded to the facility manager for action.

The OLAC uses three major criteria to evaluate vendors and ensure the procurement of healthy animals:

- 1) The ability of the vendor to supply healthy animals. OLAC requires the use of pathogen free rodents for research purposes. Rodents from unapproved sources must be specifically approved in advance by OLAC and housed under quarantine conditions. OLAC will request health monitoring reports and evaluate each shipment prior to approval. Rodents suspected of harboring certain pathogens must undergo rederivation or an appropriate quarantine and testing process. Other species must also be evaluated for health status as appropriate for the species, purpose, and housing conditions

or location. That evaluation may include vaccination history, testing for certain infectious diseases, or other that is appropriate for that species. That evaluation may be conducted by the attending veterinarian for that facility or program.

2) The ability of the vendor to transport animals by means of an acceptable carrier or vehicle. Facility managers inspect all arriving animals and will reject any filtered shipping container (rodents) that has been compromised. The vendor will be required to replace animals that arrive in damaged filtered containers, do not meet purchase order specifications, or are sick or injured. OLAC prefers to use vendors who can transport animals using their own environmentally controlled vehicles and using specially trained personnel.

3) The vendor must become familiar with, and satisfy OLAC requirements and to work to meet the needs of the research community. Vendors must be willing to meet delivery schedules. They also must be willing to notify OLAC the facility manager whenever there is possible infectious disease concern of their facility or animals supplied. Failure to do this could ruin projects in which substantial amounts of effort and resources have been invested.

To minimize the possibility of introducing disease into campus laboratory animal facilities, all arrangements for acquiring and housing live vertebrates must be approved by OLAC. OLAC can assist investigators in determining when special conditions for acquisition and housing are needed. Each shipment of animals must be inspected by personnel to verify that order specifications have been met, and that the animals have arrived in good health.

To order animals, use the attached OLAC Form.

Please submit animal orders to the facility manager at least seven (7) days before the day you want them in the facility. This lead time might be longer depending upon the species and other factors (e.g., vendor availability, vendor location, vendors' shipping policies, etc.). Animals will not be delivered on Weekends or major Holidays. However, special delivery accommodations can be accepted at the discretion of the facility manager.

Shipment of Animals.

The shipment of animals is regulated by both state and federal laws, as well as University guidelines. No research or teaching animals may be brought to or leave the UT research animal facilities without the prior approval of the Attending Veterinarian (or designee). Compliance with these regulations/guidelines generally requires that a veterinarian examine and certify the health of the animals prior to shipment (for exports) or immediately after arrival (for imports). OLAC policy requires that a health certificate be completed for all research animals that are shipped off campus. To arrange for a health certificate, contact the OLAC Office or the attending veterinarian for that facility.

Specific diagnostic tests may be required by governmental agencies and/or the institution where the animal is being shipped. Arrangements to cover these costs must be made in advance.