



STANDARD OPERATING PROCEDURE 902 ANIMAL ACQUISITION, RECEIVING AND ACCLIMATION

1. PURPOSE

This Standard Operating Procedure (SOP) describes the guidelines for acquiring, receiving, and acclimating research animals.

2. RESPONSIBILITY

Principal investigator (PI), their research staff, facility supervisor and manager, animal care staff, and veterinary care staff.

3. PROCEDURES

3.1. Acquisition responsibilities of the PI or designee:

- 3.1.1. Before ordering animals, ensure that the animal protocol is approved and all personnel listed on the protocol have completed the required training.
- 3.1.2. Approve housing availability through veterinarians before placing an animal order.
- 3.1.3. Supply the animal facility with emergency contact information, including emergency contact, if possible, two authorized individuals.
- 3.1.4. Whenever possible, acquire animals from an approved vendor.
 - 3.1.4.1. Consult with the veterinarians for information on approved vendors.
- 3.1.5. Inspect a current (less than 3-month-old) health report to the veterinarian to screen for potential pathogens and determine quarantine procedures. Quarantine procedures will vary with the animal species, health status, and the facility where the animals will be housed.

3.2. Receiving responsibilities of facility staff:

- 3.2.1. Inspect the animals for injury or ill health conditions upon arrival.
- 3.2.2. Inspect shipping crates for damage
- 3.2.3. Compare the packing slip contents to the original animal order and the shipment content to ensure consistency.
- 3.2.4. Report the following information to the facility director and the PI:
 - 3.2.4.1. Deviations from the order
 - 3.2.4.2. Shipping container damage
 - 3.2.4.3. Injury or ill health condition
- 3.2.5. Review the following information and transfer it to the animal's record:

3.2.5.1. Health history

3.2.5.2. Vaccination history

3.2.5.3. Date of birth

3.2.6. Match the animal's permanent ide, tattoos, and ear tags) with the records received.

3.2.7. Ensure all animals received from approved vendors or BGU sources are observed by animal care personnel. Report all abnormalities to a veterinarian.

NOTE: Animals from non-approved vendors may need to be quarantined for additional health and pathogen screening or rederived in consultation with the veterinarian.

3.3. Acclimation:

3.3.1. A minimal acclimation period of **14 days** (from vendors outside Israel) and **7 days** (from vendors in Israel) is required for maximal adjustment. Experimental procedures conducted less than those periods after arrival **must** receive IACUC approval.

3.3.2. The facility caretakers must place animals in appropriate housing as soon as possible after they arrive.

3.3.3. Investigator's staff must refrain from placing mice in the preclinical facility alone.

3.3.4. The animal care staff will provide animals with fresh food and water.

3.3.5. Include the following information on the primary enclosure:

3.3.4.2. Principal Investigator

3.3.4.3. Contact numbers

3.3.4.4. Species, strain, mutation

3.3.4.5. Sex

3.3.4.6. Date of birth

3.3.4.7. Date of Arrival

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Approved by the BGU Animal Policy and Welfare Oversight Committee