

Document Number: ANP014	Title:  <b>ANIMAL PROCUREMENT AND RECEIPT</b>   <b><i>CONFIDENTIAL INFORMATION</i></b> <b>MOLECULAR MEDICINE RESEARCH INSTITUTE</b>	Effective Date: JANUARY 2005
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## 1.0 OBJECTIVE

- 1.1 The purpose of this Standard Operating Procedure (SOP) is to describe the procedure for animal procurement receipt and housing within the MMRI, Inc. Animal Research Facility.

## 2.0 SCOPE

- 2.1 This procedure applies to the Animal Research Facility and to those who are receiving the animals. This procedure covers the procurement of animals from a vendor, the receipt of the animals into the facility and the proper housing of those animals.

## 3.0 POLICY

- 3.1 It is the policy of MMRI, Inc. to establish written and approved procedures to protect the health and well being of animals by educating the employees in how to properly order, house and care for them.

## 4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of the Manager of Animal Research or designated alternate to implement this procedure and revise it whenever necessary.

## 5.0 REFERENCES

- 5.1 The Guide for the Care and Use of Laboratory Animals  
National Academy Press, 1996
- 5.2 SOP# ANP008, Acclimatization and Pre-Study Health Evaluation
- 5.3 SOP# ANP013, Cage Identification
- 5.4 SOP# ANP024, Animal Research Facility Maintenance
- 5.5 SOP# ANP033, Maintaining Animal Records

## 6.0 PROCEDURE

- 6.1 Procurement
- 6.1.1 Animals may only be ordered for Animal Care and Use Committee (ACUC) approved protocols.
- 6.1.2 When the request for animals has been approved, reserve the necessary space and equipment in the animal facility.

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6.1.3 Notify the Animal Care Technician of the estimated date of arrival, and number of animals that are expected. The technician will prepare the room for arrival. This includes moving the clean caging, rack, Animal Procurement Form, cage cards, and the balance into the room prior to the arrival of the animals.

6.1.4 The Manager of Animal Research will order animals from an approved vendor.

## 6.2 Receipt

6.2.1 Inform the Animal Facility Technician that animals have been delivered into the corridor.

6.2.2 Inspect the shipping container for damage.

6.2.3 Spray the outside of the shipping container with an aerosol disinfectant.

6.2.4 Move the containers into the prepared animal room.

6.2.5 Open the container and inspect the health and well being of the animals within the container. If the animals delivered are not animals that were ordered, call vendor first, then euthanize animals if necessary.

6.2.6 As the animals are randomly distributed into the prepared housing, evaluate the health of each animal by observing the following: Eyes, Ears, Hair coat/skin, tail/anal area, behavior, locomotion, and musculature. Please refer to Appendix I, Animal Health Evaluation Checklist.

6.2.7 Any animal that is abnormal should be housed separately for further evaluation. If the health and well being of animals is observed to be obviously compromised, euthanize animals immediately.

6.2.8 Randomly select and weigh 20-50% of the incoming animals.

6.2.9 When the cage cards are printed, enter the average body weight of the animals in that shipment on the "Body Weight:" line.

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6.2.10 Place animals into suitable housing within two hours of arrival into the facility.

6.2.11 Refer to the Table I for appropriate housing densities:

Table I

Animal	Weight	Floor Area/ Animal	Height	Nalge cage type/Cage Number of animals
Mice	< 10 g	6.0 in <sup>2</sup>	5 in	C/10
Mice	10-14 g	8.0 in <sup>2</sup>	5 in	C/8, F18
Mice	15-24 g	12.0 in <sup>2</sup>	5 in	C/5, F12
Mice	> 25 g	15.0 in <sup>2</sup>	5 in	C/4, F9
Rats	< 100 g	17.0 in <sup>2</sup>	7 in	F/9
Rats	100-200 g	23.0 in <sup>2</sup>	7 in	F6
Rats	200-300 g	29.0 in <sup>2</sup>	7 in	F4
Rats	300-400 g	40.0 in <sup>2</sup>	7 in	F3
Rats	400-500 g	60.0 in <sup>2</sup>	7 in	F2
Rats	> 500 g	70.0 in <sup>2</sup>	7 in	F1-2

6.2.12 Complete all necessary documentation. Please refer to Section 6.3.

6.2.13 Notify the investigator that the animals have arrived and where they are being housed.

6.2.14 Acclimate the animals in the facility for 72 hours prior to utilizing them in an experiment. Please refer to SOP # ANP008. (Exception: animals used immediately upon arrival in tissue harvests).

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### 6.3 Documentation

6.3.1 All documentation is the responsibility of the Manager of Animal Research.

6.3.2 Prepare cage cards according to SOP # ANP013.

6.3.3 Record the following information on the Animal Room Maintenance Log:  
(SOP# ANP024)

Room Number, Species, Strain, Vendor

6.3.4 Record the following information in the Animal Records:

Date Received, Species/Strain, Date of Birth, Sex, Vendor, Number of Animals Received, ID Number Range, Procedure or Study Number (if known).

6.3.5 Record the following information on the Animal Procurement Status Log:  
(Appendix II)

6.3.5.1 Date Received, Supplier PO#, Shipped From, CTRX PO #,

6.3.5.2 Species, Number of Males, Females Received, Date of Birth,

6.3.5.3 Shipping Container Condition, Overall condition of Animals,

6.3.5.4 Animals Accepted/Rejected, Animal ID Number Range.

6.3.6 Attach the print out of the animal weights to the log at the bottom of the Log.

6.3.7 Sign and date the Procurement Status Log.

### 7.0 Appendices

7.1 Appendix I Animal Health Evaluation Checklist

7.2 Appendix II Animal Procurement Status Log

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### Appendix I Health Evaluation Check List

When evaluating the overall health and condition of a mouse or a rat, please use the following criteria:

**Ears:**

Normal: pale in color,  
Abnormal: red, bleeding, discharge, swelling,

**Eyes:**

Normal: bright, alert, normal blink reflex  
Abnormal: reddened conjunctiva or eyelids, discharge, opaque cornea, swelling, holding eye closed or excessive blinking

**Haircoat:**

Normal: smooth, shiny, neat.  
Abnormal: Dull, rough, ruffled, signs of alopecia

**Skin:**

Normal: Pink, unbroken, absence of lesions,  
Abnormal: bleeding, red, broken, flaky, lesions, abscesses, localized swellings

**Tail:**

Normal: clean, smooth, pale pink in color  
Abnormal: red, swollen, gangrenous, bleeding,

**Anal area:**

Normal: clean, pale pink in color, possible to see clear vaginal discharge from females.  
Abnormal: fecal material visible, diarrhea, red, swelling, opaque discharge

**Locomotion:**

Normal: even gait, sitting up, stretching to investigate  
Abnormal: limping, dragging a limb, circling with head tilted, excessive scratching, or pawing

**Musculature:**

Normal: toned, smooth,  
Abnormal: atrophy, paralysis,

**Behavior:**

Alert, responds to stimulus, stands on hind legs to investigate,  
Abnormal: Coughing, listless, hunched posture, excessive sneezing, scratching or pawing, dyspnea

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**Appendix II  
Animal Procurement Status Log**

Date Received: _____		Vendor/Location: _____	
Species: _____		PO #: _____	
Strain: _____			
Average Weight: _____			
Gender Received:	Male _____	Female _____	
# of Animals:	_____	_____	
DOB:	_____	_____	

**Fill out the spaces above OR attach a copy of the Packing Slip here.**

Conditon of the Shipping Container:	Good	Damaged
Notify Study Director:	Yes	No
Animals were:	Accepted	Rejected

Animal Identification Numbers: \_\_\_\_\_

Overall Conditon of the Animals:

	Normal	Abnormal
Ears	_____	_____
Eyes	_____	_____
Hair\Coat\Skin	_____	_____
Tail\Anal Area	_____	_____
Locomotion	_____	_____
Musculature	_____	_____
Behavior	_____	_____

**INCOMING WEIGHT RANGE**

**Attach the printer tape of weights here.**

Performed By: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments: Original P.O., Packing Slip, Health Certificate, Box label, and Printer Tape.