



# Animal Research Core Facility

Policy Number: ARCF-002

Reviewed: February 2022

Next Review: February 2025

**Policy Name:** Animal Purchasing Standard Operating Procedures (SOP)

**Purpose of Policy:** This SOP is designed to establish guidelines for purchasing of animals

**Applicable To:** ARCF employees, IACUC members, principal investigators, UMass Boston research community, students, laboratory supervisors, staff and students are responsible for following the procedures and guidelines as dictated in this SOP. Supervisors<sup>1</sup> are responsible for ensuring that personnel are in accordance with the SOP.

## Policy:

### Procedures

- 1) A current, approved Animal Use Protocol Number is **required** for all animal purchases.
- 2) The Principal Investigator (PI) or ARCF Manager or designee<sup>2</sup> initiates the order process for animals, making sure to confirm purchase confirmation with each other in a timely manner.
  - a) The PI or designee will provide an account number, species, strain, sex, quantity, age and/or weight\*, and delivery dates. Institutional primary vendors will be used unless specified. The PI is responsible to confirm the number of animals requested is within limits of the approved protocol.
  - b) Animal purchasing requests must be submitted at least 48 hours before vendor order deadline. Allow additional time for unique orders or if quarantine time is necessary.
  - c) ARCF manager will email to PI notice when the order has been received.

Note: \*housing of received order will be in compliance with the approved Animal Use Protocol (all protocols are approved per OLAW guidelines).

- 3) Prior to the standard animal purchase, the ARCF manager will:
  - a) Assess availability of required space, caging, supplies, adherence to approved protocol and safety requirements, and special animal requirements for vaccinations, testing and/or specific housing needs.
  - b) Notify the PI of the arrival date and special instructions related to the protocol (housing, additional biosafety equipment, etc.).

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<sup>1</sup> In the case of the ARCF manager, it is the ARCF staff. In the case of the student researchers, the PI is the supervisor.

<sup>2</sup> Vet or IACUC chair



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- c) Notify Receiving Department to expect shipment and request they contact the appropriate parties upon receipt.

### General Statement on Vendors

All animals are acquired from known commercial vendors. In most cases, vendors used are dependable sources with satisfactory quality control practices. They regularly provide quality assurance documentation outlining specific pathogen free (SPF) status. Purchasing animals from unfamiliar sources is avoided where possible.

### IACUC Approved Vendors:

Charles River Laboratories

Jackson Labs

Taconic

Envigo