

 <p>Institutional Animal Care and Use Committee Guiding Principles and Procedures</p>	<p>Effective: 16MAY2019</p> <p>Revised:</p>
<p>Title: <b>Animal Procurement</b></p>	<p>Page 1 of 6</p>

## Guiding Principle

The use of animals in research and teaching is a privilege granted to institutions, investigators, staff and students that commit to meeting high ethical and regulatory standards. In accordance with federal regulations and guidelines, NDSU provides guidelines for the procurement and transportation of animals to NDSU to ensure that animals housed at NDSU are covered by an approved IACUC protocol, that appropriate housing is available, and that animal health is maximized.

## Requirements

### ***Guide for the Care and Use of Agricultural Animals in Research and Teaching, Federation of Animal Science Societies, 3<sup>rd</sup> ed., 2010, Chapter 2: Agricultural Animal Health Care:***

“The attending veterinarian, in conjunction with the principal scientist, should formulate written procedures to assess the health status of a herd or flock obtained from a vendor before acquiring animals. The institution should develop a mechanism and process of control for animal acquisition that ensures coordination of resources that will preclude the arrival of animals in advance of preparation of adequate housing and appropriate veterinary quarantine procedures.”

### ***Guide for the Care and Use of Laboratory Animals, National Research Council, 8<sup>th</sup> ed., 2011, Chapter 4, Veterinary Care:***

“Before procuring animals, the principal investigator should confirm that there are sufficient facilities and expertise to house and manage the species being acquired. Procurement of animals should be linked to the prior approval of animal use and number by the IACUC. Appropriate records and other forms of documentation should be maintained for animals acquired by an institution for its investigators. Potential vendors should be evaluated for the quality of animals they supply.”

## Policy

Procurement of animals for research and teaching is the responsibility of the Principal Investigator (PI). However, before animals may be procured and housed in NDSU facilities an approved IACUC protocol must be on file in the IACUC office. Additionally, animals must

meet appropriate health standards before entering the animal housing units. This principle applies to all NDSU faculty, staff, and students utilizing the animal facilities.

### **Procedures for livestock:**

**Introduction:** Sources of animals housed at NDSU vary depending upon whether or not animals are available in-house, from Research Extension Centers (RECs), commercial (commercial cattle are any cattle that are not registered with a breed association) vendors, producers or private sales. Typically, animals obtained in-house, from RECs and commercial vendors are of known health status, while that of animals obtained from private sales or producers may be less well known. The Attending Veterinarian (AV) should be notified if the PI intends to procure animals from an outside source, so that the health status of the animals can be verified and additional vaccinations, testing, or on-site/off-site quarantine arranged if needed based on consult with the AV. Animals purchased/or acquired from sources of unknown health status will not be admitted without necessary quarantine observation period either on-site or at the operation of origin, and any required testing and vaccinations are completed. Health status of vendor animals may change quickly, so, rather than compiling a list of approved livestock vendors, the AV will determine the health status of the animals at the time of each order.

- 1) Animal procurement must be communicated to the AV. The animal procurement notification form can be found here [https://www.ndsu.edu/research/integrity\\_compliance/iacuc/training/procurement\\_form/](https://www.ndsu.edu/research/integrity_compliance/iacuc/training/procurement_form/) Acquisition of animals for housing at NDSU must be based on an approved IACUC protocol.
- 2) The date and time of arrival of acquired animals at NDSU should be identified, so that personnel (faculty, staff, and/or students) will be available and present to receive the animals when arriving. In some cases, animals will be transported by NDSU faculty and/or staff who can assist with the receiving process.
- 3) All animals must be acquired lawfully. Purchase from private sources or sale barns can be considered in certain circumstances.
  - a) Animals being imported from out of state must be accompanied by a valid health certificate satisfying requirements put forth by the North Dakota Department of Agriculture/Animal Health Division. Prior to off-loading out of state animals, the AV or their designee must review the health papers and general health of the animals in question. Please see [Health Paper Directive](#) for further information. For after-hours deliveries please contact the AV office prior to arrival so that appropriate arrangements can be made.
- 4) Initiation of the process of acquisition must anticipate the availability of sufficient space and resources at NDSU to properly house and care for the new animals, including the availability of properly trained caretakers.
- 5) Regardless of the source, transportation of acquired animals to NDSU must be arranged so as to minimize stress through planning of transit time, protection from

environmental extremes and physical trauma, and provision of food and water, where practicable and relevant.

- 6) For animals housed at the following facilities the proper request form must be processed with the facility manager.
  - a) Animal Nutrition and Physiology Center (ANPC):  
<https://www.ag.ndsu.edu/ansc/facilities>
  - b) Beef Cattle Research Complex (BCRC): <https://www.ag.ndsu.edu/ansc/facilities/beef-cattle-research-complex>
- 7) Upon arrival, the health status of acquired animals must be evaluated by the AV or a qualified designee, and animals judged to be healthy, prior to their use.
- 8) When outside source animals are going to be used on a study or other IACUC protocol the AV must be notified once an outside source has been identified and before animals are purchased or arrive. Animals of unknown origin, from stockyards or sale barns should only be used if necessary as such animals may pose significant unknown health risks compared with animals of known origin
- 9) If space is available, newly acquired animals should undergo a quarantine and acclimation period, including preventive and clinical treatments as appropriate for their health status. Upon arrival, the AV or qualified designee will examine any necessary health papers or other vaccination records, and the health status of the animals before entry to an NDSU facility is permitted.
- 10) Animals arriving from sources of unknown health status will not be allowed to enter an NDSU facility without appropriate test results from the sending institution (i.e. animals from other university or medical facilities) or an appropriate quarantine period (i.e. livestock arriving from locations of unknown health status) imposed by the AV. If a study focus is directed specifically at animals with compromised health status, entry and housing considerations will be made based on approved producers in that particular IACUC protocol and consultation with the AV.
- 11) A period of physiological, psychological and nutritional adaptation will be provided before the animal is utilized in research or teaching.

### **Procedures for Mice and Rats:**

1. Animal procurement must be communicated to the AV. The animal procurement notification form can be found here  
[https://www.ndsu.edu/research/integrity\\_compliance/iacuc/training/procurement\\_for](https://www.ndsu.edu/research/integrity_compliance/iacuc/training/procurement_for)  
Mice and rats are purchased from specific vendors (i.e. Jackson Labs, Envigo, and Charles River) or outside non-commercial research/medical facilities.
  - a. Vendors may be chosen based on specific strains needed, seasonal shipping, past experience, availability of pathogen-free animals and quantities of strain needed .
  - b. Vendors must be included in the applicable, approved IACUC protocol. If desired vendor is not included in a protocol, an amendment must be submitted and approved before purchase can be made.

- c. Health records for animals from commercial vendors are not always sent with routine shipments, but can be viewed on strain websites, are sent with order confirmation, and/or are available upon request.
  - d. Health records and test results from non-commercial vendors must be sent to the AV and facility manager for review prior to shipment to NDSU.
2. Laboratory personnel (PIs, postdocs, students) verify all information in approved IACUC protocols along with current on-going experiments to verify that the allotted number of animals is not exceeded.
3. The PI or Facility Manager places the animal orders.
  - a. Ordering paperwork includes: animal strain, number, gender, age, vendor information.
4. If an MTA is required for purchase, PIs in conjunction with Research and Creative Activity-Business Development completes this paperwork. Upon arrival animals are delivered to the Departmental office or Central Stores.
5. Department staff are notified of the delivery and they immediately notify the the PI and/or Facility Manager that animals have arrived.
6. The animals are moved into the research facility as soon as possible. .
7. If inclement weather were to occur on the day of delivery, PIs and Graduate Students may drive to the primary delivery site (if necessary) to pick up animals. . Animals are not ordered when delivery would occur on a day when the facility is closed. Personal cars are sometimes used to transport animals.
8. Mice and rats are housed within 1 hour of arrival. If circumstances dictate otherwise, the PI, Facility Manager and/or AV should be contacted to insure the health and safety of the mice.
  - a. Laboratory personnel from the lab that ordered the animals house them.
  - b. Initial welfare checks are performed at initial housing.
9. Acclimation periods of 7 days are typically used unless otherwise decided by the AV.
10. Animals from Commercial Vendors are not quarantined.

### **Procedures for wildlife:**

1. Animal procurement must be communicated to the AV. The animal procurement notification form can be found here [https://www.ndsu.edu/research/integrity\\_compliance/iacuc/training/procurement\\_form](https://www.ndsu.edu/research/integrity_compliance/iacuc/training/procurement_form)
2. All animals must be acquired lawfully, either purchased from established retail vendors, received by transfer from established scientific laboratories, or caught in the wild under the authority of a current state and/or federal permits, as required.

### **Procedures for companion animals including cats, dogs, birds, and rabbits:**

**Introduction:** Companion animals, including cats, dogs, birds, and rabbits, are typically sourced from area animal shelters/rescues or private breeders.

- 1) Animal procurement must be communicated to the AV. The animal procurement notification form can be found here <insert link to procurement form here>
- 2) Acquisition of animals for housing at NDSU must be based on an approved IACUC protocol.
- 3) The date and time of arrival of acquired animals at NDSU should be identified, so that personnel (faculty, staff, and/or students) will be available and present to receive the animals when arriving.
- 4) Animals being imported from out of state must be accompanied by a valid health certificate satisfying requirements put forth by the North Dakota Department of Agriculture/Animal Health Division. Prior to off-loading out of state animals, the AV or their designee must review the health papers and general health of the animals in question. Please see [Health Paper Directive](#) for further information.
- 5) Initiation of the process of acquisition must anticipate the availability of sufficient space and resources at NDSU to properly house and care for the new animals, including the availability of properly trained caretakers.
- 6) Regardless of the source, transportation of acquired animals to NDSU must be arranged so as to minimize stress through planning of transit time, protection from environmental extremes and physical trauma, and provision of food and water, where practicable and relevant.
- 7) Upon arrival, the health status of acquired animals must be evaluated by the AV or a designated veterinarian, and animals judged to be healthy, prior to their use.
- 8) Newly acquired animals should undergo a quarantine and acclimation period, including preventive and clinical treatments as appropriate for their health status. Upon arrival, the AV or their designee will examine any necessary health papers and the health status of the animals.
- 9) A period of physiological, psychological and nutritional adaptation will be provided.

## **Importation of livestock to NDSU from out of state.**

1. A health certificate and inspection by a licensed veterinarian must be obtained prior to shipment and must travel with the animals.
2. If you have any questions regarding regulations call the North Dakota Department of Agriculture/Animal Health Division before transporting animals
3. Animals will not be accepted by a facility manager unless the proper health certificate is presented when the animals arrive at a facility
4. The Attending Veterinarian or his/her representative will be present when animals come in from out of state.
5. Contacts/resources

<https://www.nd.gov/ndda/animal-health-division>

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