STONEHILL
COLLEGE
Animal Acquisition, Receiving and Acclimation SOP

The intent of this standard operating procedure (SOP) is to describe the guidelines for the acquisition, receiving and acclimation of animals designated for Animal Care Facility at Stonehill College. This SOP is intended for use by personnel, researchers, and students.

1. Introduction
This standard operating procedure outlines the methods for acquiring, receiving and acclimating research animals.

2. Procedures
    a. Acquisition responsibilities of the Research Lab
        i. Before ordering animals, ensure that the protocol has IACUC approval and that all personnel listed on the protocol have completed IACUC-required training.
        ii. Procurement, approve housing through the facility manager before placing an animal order.
        NOTE: Orders may be placed by the Principal Investigator.
        iii. Supply the facility manager with emergency contact information that includes the following:
            • Lab or office phone numbers.
            • Home phone numbers for evening, weekend, and holiday contact information.
        iv. Whenever possible, acquire animals from an approved vendor.
            • Consult with the Animal Care Office for information on approved vendors.
            • Acquire the most recent health report for review.
        v. If animals are not available through an approved vendor, arrange for attending veterinarian to screen the health report for potential pathogens and prepare for the animals to be placed in quarantine for additional screening. Quarantine procedures will vary with the species of animal, the health status of the animals.
    b. Receiving responsibilities of facility staff
        i. Inspect shipping containers for damage upon arrival.
        ii. Compare the packing slip contents to the original animal order and to the content of the shipment to make sure they are consistent with one another.
        iii. Report the following information to the manager and the PI:
            • deviations from the order
            • shipping container damage
        iv. Review the following and transfer it to the animal's health record:
            • health history
            • vaccination history

  • date of birth
v. Match the animal's permanent identification (e.g., tattoos, ear tags) with the records received.
vi. Ensure all animals received from approved vendors or other sources are observed by animal care personnel.
vii. Report all abnormalities to attending veterinary staff member.
  • For animals ordered through a non-approved vendor, ensure that the animals are observed by veterinary staff.
  • Accept health records for unapproved vendors only if they have been signed by attending veterinarian.
  NOTE: Animals from non-approved vendors may need to be quarantined for additional health and pathogen screening in consultation with the attending veterinarian.
c. Acclimation responsibilities of facility staff
  i. Place animals in appropriate housing as soon as possible after they arrive
  ii. Provide animals with fresh food and water
  iii. Include the following information on the primary enclosure:
    • Principal Investigator
    • emergency contact numbers (including nights and weekends)
    • species and strain
    • sex
    • date of birth
    • arrival date
    NOTE: An acclimation period of 7 days is strongly recommended for maximal adjustment. Experimental procedures conducted less than 72 hours after arrival must receive veterinary approval.

3. Safety
a. Working with research animals can trigger allergies. Check with the facility manager regarding requirement for personal protective equipment and refer to PPE SOP.
b. Refer to the Zoonoses web page for zoonotic information specific to the species with which you are working.
c. Observe SOP for animal-related injury.

4. Contingencies
a. Veterinary care is available through
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5. References
a. SOP Animal Related Injury
b. SOP Personal Protective Equipment