

SOP: **LARC-14**

Title: **Animal Shipment Procedures**

SOP Last Revision Date:
03JUN10

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the procedures for ordering, exporting or receiving animals within the Laboratory Animal Research Core's (LARC) animal facilities located at UMKC.

POLICY

It is LARC policy to meet or exceed all federal, state, and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

REFERENCES

Contact

The LARC Veterinarian Technician (VT) will be the main point of contact for UMKC animal shipments. Contact: 816-235-6339, commonsa@umkc.edu.

Online Form

The animal order/shipment form is located at <http://www.umkc.edu/ors/larc/>. Here, you may also routinely check the status of your shipments.

PROCEDURES

A. Receiving Animals From Approved Vendors

1. An Animal Order Form is submitted (*submit button at the bottom of the form*) by UMKC Researcher, found at <http://www.umkc.edu/ors/larc/>.

B. Receiving Animals From Non-Approved Vendors

1. MTA document must be completed by both parties.
2. An Animal Order Form is submitted (*submit button at the bottom of the form*) by UMKC Researcher, found at <http://www.umkc.edu/ors/larc/>.
3. A year's history of health evaluations is sent to the VT. This information must include:
 - i. How often do they perform health evaluations on sentinels:
Quarterly, semiannually or annually?
 - ii. Do they use direct contact sentinels / dirty bedding sentinels?
 - iii. Are the sentinels colony animals?
 - iv. Do they test for Helicobacter?
 - v. Has there been a disease incident within the vivarium in the past 2 years or 1 year?
4. VT sends Animal Health Report to LARC Veterinarian for approval.
5. VT allocates quarantine space. If space is not available, the researcher is immediately notified as to the status and a projected availability.
6. If UMKC is financing the shipment, VT arranges courier and notifies the collaborating institute & UMKC Researcher of shipping details.
7. If UMKC is **NOT** financing shipment, after the approval of the veterinarian, collaborating institute arranges courier and notifies VT of shipping details.
8. VT inspects animals within one day of arrival to Quarantine for proper delivery and health status.
9. VT reports their status to the researcher (at this time, any shipping discrepancies or health issues are reported).

C. Exporting Animals

1. MTA document must be completed by both parties.
2. An Animal Order Form is submitted (*submit button at the bottom of the form*) by UMKC Researcher, found at <http://www.umkc.edu/ors/larc/>.
3. If UMKC is financing the shipment, VT arranges courier and notifies the collaborating institute & UMKC Researcher of shipping details.
4. If UMKC is **NOT** financing shipment, collaborating institute arranges courier and notifies VT of shipping details.
5. Animals are shipped & VT confirms arrival to ensure animal welfare.

WHAT TO EXPECT

In order to reduce pathogen spread, all non-approved vendor animals must undergo a **minimum** of eight weeks quarantine period at which time only LARC staff will have access to the animals (unless specifically granted). Depending on the speed at which sentinel or other test results are made available to the LARC, quarantine could last up to or longer than 12 (twelve) weeks.

RESEARCHERS RESPONSIBILITY

The researcher will complete all necessary documents. Since researchers are prohibited to enter quarantine, the LARC is able to perform technical tasks not associated with the daily per diem if the researcher wishes at a cost. The researcher is to inform the LARC as to these tasks **before** they arrive into quarantine (noting on the order form). Additional charges may accrue: technician/veterinarian time spent preparing shipment, courier charges, licensing fees, fees associated with any legal forms, weaning, breeding, animal identification, euthanasia, samples taken for analysis/genotyping, sentinel animal per diem, pathogen tests, medicated feed/water, any additional medications, cross-fostering, rederivations and any other materials required to perform all requested tasks or to ensure pathogen free animals.