



Laurentian University Policy on Ordering Animals for the Animal Care Facility

Policy: All animals coming into the Animal Care Facility (ACF) from **any** source (e.g., commercial sources, other institutions, etc.) **must** be ordered or requested through the animal care director in writing. This request will only be considered **after** the Animal Use Protocol is accepted and approved by the Animal Care Committee. Any special housing or husbandry needs of these animals must be indicated at this time. With the exception of animals from approved commercial sources, the arrival of all animals must be preceded by a health certificate that is no more than three months old. The certificate should show, at minimum, the results of a serological survey of the colony the animals are coming from. It should also include a descriptive statement of any known or suspected infectious health problems in that colony and that facility within the last year. The requirement for a health certificate is absolutely necessary to protect the health of the other animals in the facility and will require the investigator to plan ahead. The acceptance of animals from infected colonies must be approved by the animal care director. Under exceptional circumstances, animals without health certificates may be admitted to with the approval of the animal care director, provided there is quarantine space available. To ensure proper record keeping, the campus veterinarian will inform the animal technicians as well as the university administration when such exceptions are made.

Once the animal care director decides (after consultation with the animal technicians) that the request can be fulfilled and the facility has available space or other necessary requirements, the director will order the purchase in writing for the animal technician to carry out. **This purchase order form will be the official P.O. university form and will require signature of the university purchasing officer as well as the animal care director or university official (Vice-President, Research or designate) in order for the request to be fulfilled. Any animals ordered by any other means will not be allowed on the University grounds.**

These policies will apply to all investigators utilizing the Animal Care Facility.

Once animals arrive, the SOP for “receiving animals” is followed.