

SOP #: 402.02Title: SOP - Receiving and Placement of Animals

Approvals:

Attending Veterinarian _____

Date: 07/18/20181. Purpose

2. The intent of this standard operating procedure (SOP) is to describe proper procedures for receiving animals that will be housed within the Animal Care Facility.

3. Responsibility

- 3.1 Anyone responsible for receiving animals is expected to follow the SOP

4. Definitions

- 4.1 ACF - Animal Care Facility
- 4.2 PI – Principal Investigators
- 4.3 Regulated animals: animals covered under the Animal Welfare Act
- 4.4 USDA = United States Department of Agriculture.

5. Guidelines

- 5.1 Animals shall be received at Florida International University in the Shipping/Receiving area of AHC4 building by Animal Facility personnel. The Manager II shall be immediately notified of the receipt and general condition of the shipping containers and animals.
- 5.2 Take a cart with a spray bottle containing Peroxiguard or other approved disinfectant to the receiving area.
- 5.3 Before accepting any animals, confirm that what you are receiving is the same as to what is written in the purchase order.

- 5.4 Wipe down the outside surfaces of the corrugated/plastic rodent shippers with Peroxiguard x 3 prior to transporting to the quarantine room or animal holding room, depending if the vendor is approved or not.
- 5.5 A record of all animals delivered to ACF shall be kept and maintained in the Animal Facility. Colony health reports will be received with shipment or readily accessed online to verify that the health status meets our specifications.
- 5.6 As soon as possible, animals shall be transferred to the holding rooms and placed in cage units.
- 5.7 The animals shall be provided unrestricted access to food and water and shall be housed according to USDA or The Guide for the Care and Use of Laboratory Animals requirements.
- 5.8 For animals covered by USDA
 - 5.8.1 Prior to animal delivery, create cage cards (one per animal) before arrival, prepare animal medical records and assign an FIU number using Granite.
 - 5.8.2 Upon truck arrival briefly inspect truck for:
 - 5.8.2.1 General condition
 - 5.8.2.2 Climate conditioned space (cargo area)
 - 5.8.2.3 Temperature (too cold/hot)
 - 5.8.2.4 Humidity (condensation on walls)
 - 5.8.2.5 Vermin
 - 5.8.2.6 Animal separation
 - 5.8.2.7 Protection from other animals
 - 5.8.2.8 Confirm that shipper provides APHIS form 7020 and that is completed accurately.
 - 5.8.2.9 Ensure that ALL fields are completed.
 - 5.8.2.10 Complete field #6 & #7 with FIU address and USDA license number (**58 –R-0136**).
 - 5.8.2.11 Ensure vehicle license plate is annotated in field #10.
 - 5.8.2.12 Request the Bill of Lading information (field #11).
 - 5.8.2.13 Inspect crates for visual damage that could have hurt animals.

- 5.8.2.14 Perform an external brief visual inspection of animals, before crates are removed from truck, to assure there are no obvious signs of physical abnormalities, injuries, or contagious disease.
- 5.8.2.15 If you suspect any problem, which might lead to refusal of animals, immediately notify the Attending Veterinarian to request an assessment before unloading animals.
- 5.8.2.16 Confirm that the documentation accompanying the animals properly lists the animals' descriptions such as:
 - 5.8.2.16.1 Proper USDA tag or tattoo on each animal, if applicable (Only cats and dogs are required to have a USDA number). If a cat or dog arrives without a USDA number, notify the VS immediately. Pigs have ear tags.
 - 5.8.2.16.2 Sex
 - 5.8.2.16.3 Physical description
 - 5.8.2.16.4 Weight
- 5.8.2.17 Report any documentation discrepancy to the Attending Veterinarian
- 5.8.2.18 Provide the following documents to the Attending Veterinarian after receipt of animals:
 - 5.8.2.18.1 APHIS form 7020
 - 5.8.2.18.2 Vendor's pack list information
 - 5.8.2.18.3 Animal health reports
- 5.8.2.19 Upon receipt transfer animals from shipping crates to housing cage.
 - 5.8.2.19.1 Identify animal cage with their unique FIU cage card.
 - 5.8.2.19.2 Enter in animal record the receipt of the animals.
 - 5.8.2.19.2.1 Date
 - 5.8.2.19.2.2 Animal behavior, disposition and/or appearance.
 - 5.8.2.19.2.3 Initial at the end of entry.
- 5.8.2.20 Provide animals with food and water
- 5.8.2.21 Attending Veterinarian: before the end of the work day, visit each animal and assess:

- 5.8.2.21.1 Health status.
- 5.8.2.21.2 Record completion.
- 5.8.2.21.3 Animal identification numbers.
- 5.8.2.21.4 Tattoo/tag if applicable
- 5.8.2.21.5 General appearance/condition.
- 5.8.2.21.6 Record your observations in animal record
- 5.8.2.21.7 File USDA shipping documentation.

6. References

- 6.1 APHIS Form 7020: Record of Acquisition, Disposition or Transport of Animals (Other than Dogs and Cats)

7. Revision

- 7.1 Rev. 02 -- Minor update -- July 2018