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Standard Operating Procedure

1. Purpose

To establish appropriate acquisition methods and acclimation periods for research and teaching animals.

Per the *Guide for the Care and Use of Laboratory Animals* (the *Guide*), newly received animals should be given a period for physiologic, psychological, and nutritional stabilization before their use. Experience has shown that animals that are properly acclimated do better on study and provide more consistent and relevant, reproducible data in addition to the welfare concern of coping with the stress of shipping. Acquisition of agricultural animals should be in compliance with the *Guide for the Care and Use of Agricultural Animals in Research and Teaching* (the *Ag Guide*).

2. Scope

Research and teaching animals must be procured in accordance with state and federal laws from USDA licensed reputable dealers, unless animals are remaining under private ownership during the teaching activities.

3. Responsibilities

Principal Investigator or Facility Manager will acquire animals in accordance with state and federal laws from USDA licensed reputable dealers, unless animals are remaining under private ownership during the teaching activities.

The Attending Veterinarian or designated veterinarian will examine incoming animals as required by veterinary policy and operating procedures.

Programs/departments should develop local standard operating procedures (SOPs) for acquisition and acclimation through consultation with the Attending Veterinarian.

4. Procedure

When animals arrive from off campus sources they should have a resting period prior to experimental use. The acclimation period begins at the time the animal arrives at their

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destination on campus. Terminal studies may have a shorter acclimation period than survival or long term procedures. Recommendations can be obtained from the Attending Veterinarian.

Rodents and non-mammalian vertebrates should have a 48 hour acclimation period for non-surgical procedure unless immediate use is justified. Rodents may be used on arrival for terminal procedures, but should have a 48 hour acclimation period prior to anesthesia, surgery or similarly invasive procedures.

For species covered by the USDA Animal Welfare Act (AWA), a minimum 72 hour acclimation period is required prior to any non-surgical procedures or major survival surgery unless immediate use is justified. This allows for examination, post arrival testing, and processing by the veterinary staff or designated facility manager. It is the responsibility of the Principal Investigator to ensure the animal has been released for study prior to placing the animal on project. A minimum of 24 hours/overnight rest is required for terminal use to allow for intake exam and acceptance of the animal for study by the veterinary staff or designated facility manager.

In addition, certain species may have required diagnostics that must be performed prior to study, for example Q Fever testing must be completed and results reviewed by the veterinary staff prior to acceptance of pregnant sheep on study or activities involving in utero or fetal work.

Animals transferred in or acquired from other COCC campus facilities will have an acclimation period stipulated by the veterinary staff that is species appropriate. Generally, terminal use may occur on arrival to the new housing location. Please consult with the Attending Veterinarian for species specific recommendations for additional rest periods for intra-campus transfers.

Non-invasive studies, for example nutrition and/or diet studies or experimental dosing may commence on arrival after acceptance for study. Non-rodent species covered under the USDA Animal Welfare Act must be checked in and accepted for study by the veterinary or other appointed staff prior to release for study.

Animals not arriving in good condition will be evaluated by the veterinary staff prior to release for study. Animals arriving in poor condition or displaying any abnormal characteristics or any adverse effects from travel must be reported to the veterinary staff. Additional acclimation time may be required for animals that arrive in poor condition, stressed, dehydrated or are

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displaying other clinical symptoms or they may be rejected and a suitable replacement requested from the vendor.

It is the responsibility of the PI to ensure a pre-study exam has occurred, if required, and that the animal has been accepted for study before commencing the research activity.

Individual exceptions may be granted by the Attending Veterinarian (AV). The AV may waive the acclimation period for experimental reasons if the animal appears, in their professional opinion, to be suitable for experimental use.

Study related exceptions that are more than occasional exceptions to this policy should be written into the Animal Care and Use Protocol and be scientifically justified.

Separation of animals based on species is required. Separation by source of purchase is advisable because they may differ in health status, disease susceptibility and microbial flora. Animals from other facilities or newly purchased must not be mixed with animals that are already present until health status has been established indicating the colonies/herds are compatible.

5. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture, 2013 (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

6. *Definitions*

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution



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2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
4. Chair – Chairperson of the IACUC
5. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
6. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
7. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
8. COCC – Central Oregon Community College
9. Guide – the *Guide for the Care and use of Laboratory Animals*
10. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
11. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
12. Clinical veterinarian – the Attending Veterinarian or designee

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 	11/13/16	Cindy Elston (AV)
		<ul style="list-style-type: none"> • 		