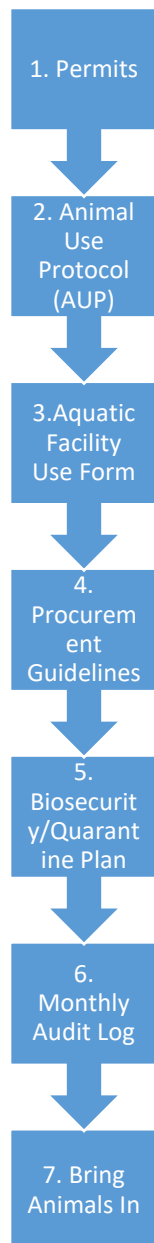


## Complete all steps below prior to bringing in an aquatic species to INSEAS.

*Refer to the table of contents on the next page for where to find each form listed below.*



1. **Permits:** Whether you are capturing fish from the wild, importing animals domestically or internationally; the local DFO office, the InSEAS staff and your Clinical Vet must be notified in advance. DFO or InSEAS may require import or transfer permits and/or quarantine restrictions, please plan ahead. When importing fish internationally, refer to the CFIA's Automated Import Reference System (AIRS) regarding permitting regulations. See links in contact section.
2. **Animal Use Protocol (AUP)**
  - a. Ensure you have an approved AUP that has not expired with the animals of interest listed and your name listed. Ensure the numbers of animals you are planning to bring in do not exceed the maximum animal numbers listed in section 4.3 of your AUP. Ensure you complete the following forms to attach to the AUP:
  - b. Complete the **Species Specific Husbandry Form**, **attach to section 4.7 of your AUP** and post approved document in your room
  - c. Complete the **Water Quality Monitoring Plan and Record Sheet** based on your experience, historical morbidity and mortality with guidance from experts, InSEAS staff, Clinical Vet and the literature. If your plan differs from the CCAC recommendations, describe how and justify why **Attach to section 5.1 of your AUP** and post approved plan in your room
  - d. Complete the **Fish Health Monitoring Record and Rubric** **attach to section 5.1 of your AUP** and post in your room. Make changes to the rubric according to your species of interest. Any changes must be approved in your section 5.1 of your AUP. If you are bringing in an aquatic species that is not fish, please contact your Clinical Vet for a relevant monitoring record. Use this Rubric to score animal health
3. Complete the **Aquatic Facility Use Form** and email to facility manager.
4. Read the **Procurement Guideline**, follow the instructions for a commercial, non-commercial animal orders or wild caught animals. Email appropriate documents to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca), and cc facility manager.
5. Complete **Biosecurity/Quarantine plan**, send to facility manager and [inseas.vet@ubc.ca](mailto:inseas.vet@ubc.ca) Once approved, post on the outside of your animal holding room door.
6. Complete the **monthly audit log** and post in your room.
7. Once everything is in place and approved, you may then proceed with the procurement of animals. When animals have been brought into the facility, please document and report to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca), and cc facility manager, and clinical vet the number of animals brought in, the number of animals that died during transport, that may have been injured/sick from transport, and the room number the animals are being kept. Please also ensure that there are proper tank labels in place (contact INSEAS staff for templates), that 2 emergency contacts and your animal care certificate are posted on the door, and that you have recorded the arrival of new fish in your animal health welfare monitoring sheet/monthly audit log.

## InSEAS Forms

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## Water Quality Monitoring Guidelines

**Table 1: Water Quality Parameters and Frequency of Monitoring**

This table is from Appendix D of the CCAC Fish Guidelines 2005

(mg/L except for Temperature, pH and salinity)

Parameter	Coldwater	Warmwater	Marine	Monitoring frequency		Comments
				Recirculation	Open Flow Through	
Temperature	9 to 15°C	20 to 32°C	Species-specific, range too broad to state definitively	daily	daily	
Oxygen	7 to saturation	5 to saturation	5.5 to saturation	at least daily	daily	Oxygen may need to be checked more frequently if other values change or if fish are in high density situations (above 15 kg/m <sup>3</sup> )
pH	6.5 to 8	7.5 to 9	7.5 to 8.5	daily	weekly	pH may need to be checked more frequently if other values change or if fish are in high density situations (above 15 kg/m <sup>3</sup> )
Ammonia (un-ionized)	0 to 0.0125	0 to 0.02	0 to 0.0125	twice a week	monthly (unless high density)	If system has a biofilter should be checked daily during start-up
Nitrate	0 to 3.0	0 to 3.0	species-specific	twice a week	monthly (unless high density)	If system has a biofilter should be checked daily during start-up

# InSEAS Fish Health Monitoring Sheets

Parameter	Coldwater	Warmwater	Marine	Monitoring frequency		Comments
				Recirculation	Open Flow Through	
Nitrite	0 to 0.2	0 to 0.1	0 to 0.2	twice a week	monthly (unless high density)	If system has a biofilter, this should be checked daily during start-up
Chlorine	0 to 0.01	0 to 0.01	not applicable	annually	daily (if using municipal water)	INSEAs has carbon filtration and sodium thiosulfate to treat chlorine so chlorine should only need to be tested as needed.
Total hardness (CaCO <sub>3</sub> )	20 to 450	50 to 450	>125 mg/L	twice a week	twice a week	Total hardness is a measure of calcium and magnesium but may contain other hardness producing minerals; changes in total hardness can relate to changes in total alkalinity and pH. Test more frequently if raising fish or breeding fish.
Total alkalinity (CaCO <sub>3</sub> )	10 to 450	50 to 450	>150 mg/L	twice a week	twice a week	Alkalinity should be monitored as the processes of recirculation cause a reduction in alkalinity and may reduce pH
Nitrogen (gas saturation)	<100%	<100%	<100%	weekly	weekly	Values are for adult fish and may be less in early life stages; should also be checked during any suspected fish health problems
Salinity	0.1 to 3.0g/L	0.1 to 3.0g/L	28 to 35ppt	weekly	weekly	

## Water Quality Monitoring Plan

**Species:**

**Post-Quarantine Water Quality Monitoring plan** *(indicate parameters to be monitored daily vs weekly, refer to table below, provide justification for your monitoring plan, consult fish experts, Facility Manager, Clinical Veterinarian)*

Parameter (mg/mL except where indicated)	Preferred Range for this Species	Monitoring Frequency
Temperature °C		
Oxygen		
pH		
Ammonia		
Nitrate		
Nitrite		
Chlorine		
Total hardness (CaCO <sub>3</sub> )		
Total alkalinity (CaCO <sub>3</sub> )		
Nitrogen (gas saturation)		
Salinity g/L		

**Justification for post-quarantine water quality monitoring plan:**

# Water Quality Monitoring Record Sheet

Principal Investigator:		Emergency contact:
Protocol number:	Species:	Room:

[illegible]

## Trouble shooting Water Quality

Parameter	Reference range	Adjustment if low	Adjustment if high		Parameter	Reference range	Adjustment if low	Adjustment if high
<b>Temperature</b>	Species specific	Increase heater thermostat	Decrease heater thermostat		<b>Total ammonia nitrogen</b>	As close to 0 ppm as possible. Action at 1 ppm.	Not applicable	Remove waste solids, increase water exchange, check pH
<b>Dissolved oxygen (DO)</b>	> 70 %	Increase aeration, remove waste solids, increase water exchange, decrease stocking density	N/A		<b>Nitrite (NO<sub>2</sub><sup>-</sup>)</b>	As close to 0 ppm as possible. Action at 0.5 ppm.	Not applicable	Remove waste solids, increase water exchange, check pH and alkalinity, slow addition of sea salt solution
<b>pH</b>	6.8-8	Contact InSEAS staff	Contact InSEAS staff		<b>Nitrate (NO<sub>3</sub><sup>-</sup>)</b>	< 50 ppm	Not applicable	Increase water exchange
<b>Conductivity/salinity</b>	Species specific	Slow addition of sea salt solution	Slow addition of RO/DI purified water		<b>Stocking density</b>	Species and tank dependent	N/A	Regroup fish to reduce density
<b>Aeration and secondary aeration</b>	Working	Increase aeration	N/A					
<b>Waste and debris</b>	Clean	N/A	Remove waste/debris, water change, check ammonia					

## Species Specific Husbandry Form

<b>Principal Investigator:</b>		<b>Emergency contact:</b>
<b>Protocol number:</b>	<b>Species:</b>	<b>Room:</b>
<b>Aquatic system</b> <i>(indicate type: static, flow through, recirculating etc. if you have more than one type, indicate how many are of each type and their tank IDs if applicable, if static, indicate frequency of water changes and % water changes, if there are required water additives, please indicate them here, sizes of tanks and planned densities, frequency of tank cleaning)</i>		
<b>Species info</b> <i>(indicate species, life stage, description of natural habitat, environmental enrichment plan)</i>		
<b>Species</b>		
<b>Life stage(s)</b>		
<b>Description of natural habitat and planned housing at InSEAS</b> <i>(any necessary separation based on life stage and size, preferences, space, light cycles, air, water quality, humidity, temperature requirements, tank furnishings, covers, air stones, air pumps etc.)</i>		



**Description of natural food source and planned food source while at InSEAS** *(include frequency of feedings, amount of feedings, food enrichment)*

**Enrichment plan when housed at InSEAS** *(environmental, social, dietary etc.)*

**Monitoring requirements** *(how do you monitor welfare in these animals? What are important parameters to monitor? Please complete the Fish health monitoring form for more details)*

## Fish Health Monitoring Rubric

Health Observation	Grade 0 No ailment or condition noted in the population.	Grade 1 A known condition that is persistent in one or more individuals in the population; is expected and with a minimal detrimental effect on population health.	Grade 2 Condition in population with observable effects on health.
Response by researcher	<ul style="list-style-type: none"> <li>No change in monitoring</li> </ul> <div>No change in monitoring</div>	<ul style="list-style-type: none"> <li>Contact InSEAS manager and clinical veterinarian and begin any treatment without delay</li> <li>Increase monitoring for affected tanks to twice daily</li> <li>Verify water quality parameters and adjust as appropriate</li> <li>Euthanize any moribund fish/starve-outs immediately</li> </ul> <div>Lab contact has until the end of the working day to respond  Moribund fish/starve-outs must be euthanized immediately***</div>	<ul style="list-style-type: none"> <li>Notify InSEAS manager and clinical veterinarian without delay</li> <li>Continue with twice daily monitoring</li> <li>Euthanize any moribund fish immediately</li> <li>Report any mechanical issues involving life support systems</li> </ul> <div>Lab contact has 2 hours to respond  Moribund fish/starve-outs must be euthanized immediately***  Mechanical issues must be reported to InSEAS staff immediately</div>
Behaviour	0% of fish population displaying abnormal swimming behavior (no individual fish exhibiting loss of equilibrium or abnormalities [i.e. bobbing, corkscrew motions, inability to maintain horizontal position in water column] and/or accelerated opercular movements.)	Any individual fish and up to 10% of fish population displaying abnormal swimming behavior (exhibiting loss of equilibrium or abnormalities [i.e. bobbing, corkscrew motions, inability to maintain horizontal position in water column] and/or accelerated opercular movements.)	> 10% of fish population displaying abnormal swimming behavior (exhibiting loss of equilibrium or abnormalities [i.e. bobbing, corkscrew motions, inability to maintain horizontal position in water column] and/or accelerated opercular movements.)
Physical Appearance	Normal appearance (no fish showing signs of skin and/or fin lesions, gill damage, or deformity).	Any individual fish and up to 10% of the tank population showing abnormal physical appearance (includes skin and/or fin lesions, gill damage, or deformity).	> 10% of population showing abnormal physical appearance (includes skin and/or fin lesions, gill damage, or deformity).
Growth and Conditioning	0% of fish population with suspected loss of body condition, observed through runts or starve-outs**	Any individual fish up to 10% of population with suspected loss of body condition, observed through runts and starve-outs **	> 10% population with suspected loss of body condition, observed through runts and starve-outs **

\***Moribund fish** are defined as fish that are unable to ambulate, maintain proper orientation, or do not respond to stimuli.

\*\* **Runts and starve-outs** are defined as poor-growers, have underdeveloped muscle mass, swim slowly and are more-frequently found at the top/bottom of the water column. See Body Condition Score of 1 on Trout and Zebrafish BCS sheets.\*\*\* Fish must be removed as soon as possible without causing significant distress to the rest of the tank. If fish are difficult to capture recheck in a couple of hours and try again.

## Fish Health Monitoring Record

<b>Principal Investigator:</b>		<b>Emergency contact:</b>
<b>Protocol number:</b>	<b>Species:</b>	<b>Room:</b>

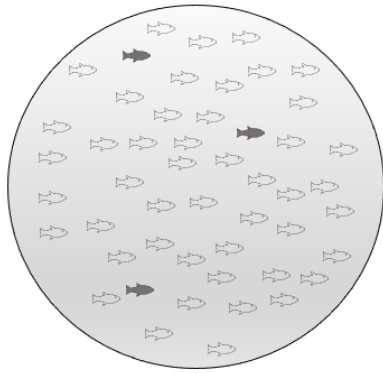
## Instructions:

- Fish must be monitored daily, including on weekends. Monitoring increases to twice daily for tanks with animals having score 1 in any single category
- Assess fish for behavior, physical appearance, growth and conditioning, and any other conditions that have the potential to impact health and welfare.
- On the monitoring sheet (one sheet per tank), indicate the approximate percent of fish in each category at each monitoring time.**

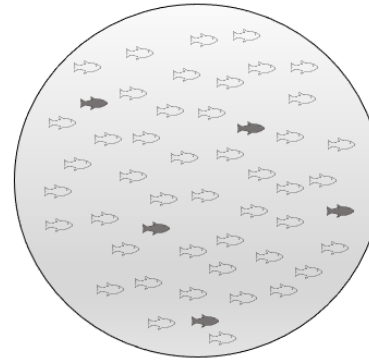
If at any point you discover unexpected morbidity or mortality you must contact the InSEAS manager and your clinical veterinarian

Date	Tank ID	Fish fed	Tank cleaned	Number of fish in tank	Behaviour	Physical Appearance	Growth and Conditioning, BCS	Other clinical signs	Actions taken/Treatments/Comments	Initials

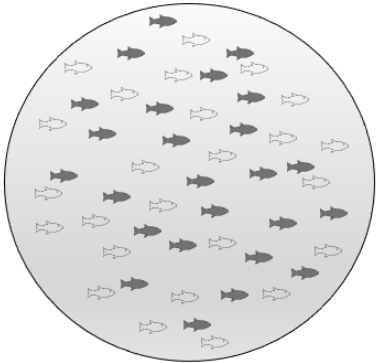
Representation of percent fish affected in a tank of 50 fish



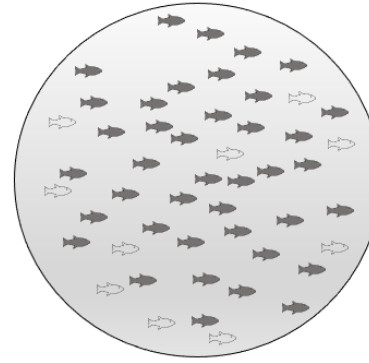
**5%**



**10%**




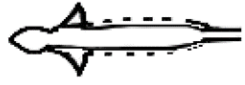

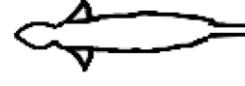






**50%**


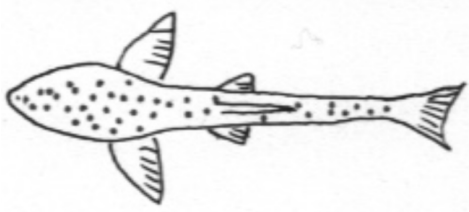

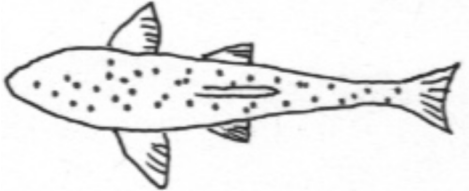
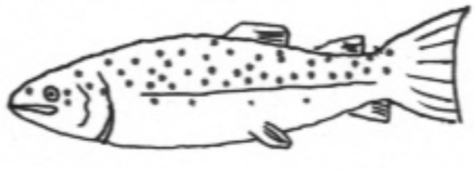
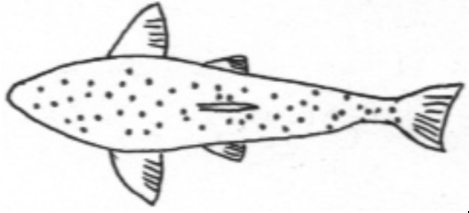
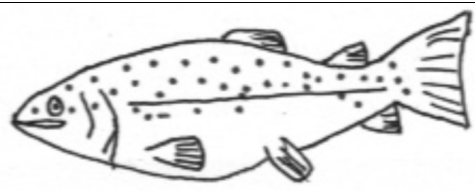
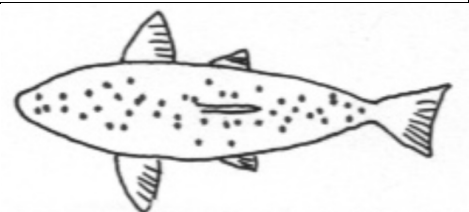
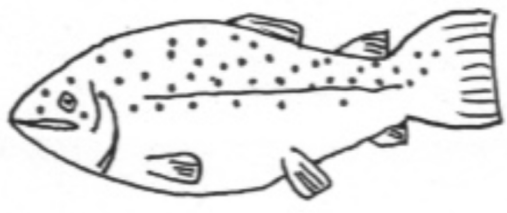
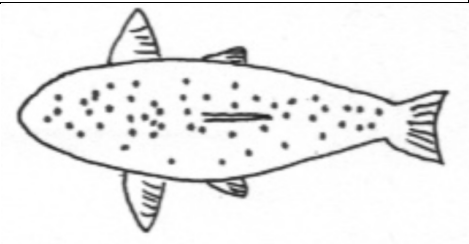


**80%**

## Adult Zebrafish Body Condition Scoring

Adult Zebrafish BCS		
	Lateral View	Dorsal View
<b>BCS 1:</b> <ul style="list-style-type: none"> <li>• Head larger than body (big head)</li> <li>• Lateral- concave ventral surface between head and abdomen (narrow abdomen)</li> <li>• Dorsal- body is more narrow than head and linear</li> <li>• <b>Fish is thin (emaciated)</b></li> </ul>		
<b>BCS 2:</b> <ul style="list-style-type: none"> <li>• Head and body equal size</li> <li>• Lateral- flat ventral surface between head and abdomen</li> <li>• Dorsal- head and width of abdomen are equal</li> <li>• <b>Fish is underconditioned</b></li> </ul>		
<b>BCS 3:</b> <ul style="list-style-type: none"> <li>• Body larger than head</li> <li>• Lateral- slight convex ventral surface</li> <li>• Dorsal- head is slight smaller to a fusiform body</li> <li>• <b>Fish is well-conditioned</b></li> </ul>		
<b>BCS 4:</b> <ul style="list-style-type: none"> <li>• Body significantly larger than head</li> <li>• Lateral- body moderately convex ventral surface</li> <li>• Lateral- Symmetrical ventral surface</li> <li>• Dorsal- head visually smaller to a moderately distended abdomen</li> <li>• <b>Fish is over-conditioned</b></li> </ul>		
<b>BCS 5:</b> <ul style="list-style-type: none"> <li>• Body significantly larger than head</li> <li>• Lateral- body significantly convex ventral surface</li> <li>• Lateral- Symmetrical or asymmetrical ventral surface</li> <li>• Dorsal- head visually smaller to a significantly distended abdomen</li> <li>• <b>Fish is obese (large)</b></li> </ul>		

## Adult Salmonid Body Condition Scoring

	Lateral view	Dorsal view
<b>BCS 1:</b> <ul style="list-style-type: none"> <li>• Head larger than body (big head)</li> <li>• Lateral – Widest part of head is equal to widest part of body</li> <li>• Dorsal – body is narrower than head</li> <li>• <b>Fish is emaciated (starve-out/pin-head)</b></li> </ul>		
<b>BCS 2:</b> <ul style="list-style-type: none"> <li>• Head and body equal size</li> <li>• Lateral – Widest part of head is equal to widest part of body</li> <li>• Dorsal – Width of head equal to width of abdomen</li> <li>• <b>Fish is underconditioned</b></li> </ul>		
<b>BCS 3:</b> <ul style="list-style-type: none"> <li>• Body larger than head</li> <li>• Lateral – slight convex dorsal surface</li> <li>• Dorsal – head is slightly smaller to a fusiform body</li> <li>• <b>Fish is well-conditioned</b></li> </ul>		
<b>BCS 4:</b> <ul style="list-style-type: none"> <li>• Body significantly larger than head</li> <li>• Lateral – body convex ventral and dorsal surfaces</li> <li>• Dorsal – head visually smaller to a moderately distended abdomen</li> <li>• <b>Fish is over-conditioned</b></li> </ul>		
<b>BCS 5:</b> <ul style="list-style-type: none"> <li>• Body significantly larger than head</li> <li>• Lateral – body significantly convex ventral and dorsal surface</li> <li>• Dorsal – head visually smaller to a significantly distended abdomen</li> <li>• <b>Fish is obese</b></li> </ul>		

## Monthly Fish Audit Log

<b>Principal Investigator:</b>		<b>Emergency contact:</b>
<b>Protocol number:</b>	<b>Species:</b>	<b>Room:</b>

Month/Year: \_\_\_\_/\_\_\_\_

Day	Fish in	Fish out	Experimental endpoint	Died during procedure/experiment	Found dead	Humane endpoint	Total current fish in room	Comments (Describe the circumstances that led to mortality if known; where fish are coming from/going to, etc)	Name, initials	Facility Staff check
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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28										
29										
30										
31										

**Experimental endpoint:** Refers to animals euthanized as planned at the end of a study**Died during procedure/experiment:** Refers to animals that died unexpectedly during a procedure/experiment/treatment/etc**Found dead:** Animals that were being held but not on study at the time and were found dead.**Humane endpoint:** Refers to animals that showed signs of illness or received a clinical health score that warranted euthanasia

<h1 style="color: red;">QUARANTINE/BIOSECURITY INFO</h1> <h2 style="color: red;">Please read before entry</h2>		
AUP no		
PI name		
Room number		
Emergency contact 1	phone	email
Emergency contact 2	phone	email
Species	Number of animals	
Source	Date of arrival	
Summary of quarantine Plan as approved by Clinical Veterinarian <a href="mailto:inseas.vet@ubc.ca">inseas.vet@ubc.ca</a> and InSEAS facility manager <a href="mailto:tamkee@zoology.ubc.ca">tamkee@zoology.ubc.ca</a>		
Planned date for release from quarantine		
The following biosecurity measures will be in place until animals are released from quarantine:		
<input type="checkbox"/>	Virkon foot bath (changed weekly)	
<input type="checkbox"/>	Virkon dips all equipment and nets (changed weekly)	
<input type="checkbox"/>	Required PPE list here:	
<input type="checkbox"/>	No removal of equipment from this room unless disinfected	
<input type="checkbox"/>	Hand washing upon entry and exit	
<input type="checkbox"/>	No sharing of nets and other equipment in between tanks	
Notes		



## **InSEAS & The Zoology Aquatic Facility 2025**

### Aquatic Facility Use Form

Please fill out this form and give it to the InSEAS manager (Patrick) if you are requesting new space, changing the amount allocated to you, release space from use, or \*bringing in new animals to the InSEAS facility. This information will be used to assign space and track its use.

\*For bringing in new animals, please refer to the below flow chart for requirements which need to be completed before bringing in new animals.

#### **Part A: Investigator Information**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Principle Investigator (if different): \_\_\_\_\_

AUP No.: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

You are (please check all appropriate boxes):

- ☐ Requesting new space (go to part B)
- ☐ Making a change to space allocation (got to part C)
- ☐ Changing animal numbers (go to part D)

#### **Part B. Requesting Access to New Aquatic Research Space**

Fill in this part if you are request aquatic research space. It is strongly advised that you make your request at least three months in advance, but if that is not possible we will do our best to

accommodate your request. Fill in as many fields as possible.

Preferred Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

What type of space are you requesting (please check the appropriate box)?

- ☐ Environment chamber
- ☐ Recirculating holding system
- ☐ Space to set up static aquaria at room temperature or above
- ☐ Other (please describe in the space provided)

\_\_\_\_\_

## InSEAS Fish Health Monitoring Sheets

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If appropriate, are you willing to share this space with other researchers working under similar conditions? ☐ Yes ☐ No

The requested space will be used for (please check the appropriate box):

☐ Animal holding

☐ Experimentation

If you have selected animal holding and you are requesting a recirculating holding system, please fill in the following environmental conditions. InSEAS staff will set up the recirculating system to maintain these conditions.

Salinity (ppt): \_\_\_\_\_

Temperature (°C): \_\_\_\_\_

Photoperiod (hr light: hr dark): \_\_\_\_\_

Other holding conditions? If yes, please specify in the space below.

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If you have selected experimentation, or if you are holding animals in isolated aquaria, it is your responsibility to set up the infrastructure, but please discuss your set up with the Facility Manager before starting.

Please provide us with a very brief description of your experiments:

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These experiments will use/require (check all that apply):

☐ Compressed gases

☐ Sharps

☐ More than 10 electrical outlets

☐ Hazardous materials (please specify)

Please outline any other details you think are important for InSEAS staff to be aware of:

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**Part C. Making a change to space allocation**

What is the nature of your change to space allocation (check all that apply)

☐ Request extension. Give new anticipated completion date: \_\_\_\_\_

☐ Terminate use early. Give new completion date: \_\_\_\_\_

☐ Modification to holding conditions. Please outline requested changes below.

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☐ Other. Please specify below:

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**Part D. Change in animal numbers**

If you are bringing new animals into InSEAS please provide us with the following information:

Species: \_\_\_\_\_

Source: \_\_\_\_\_

Size: \_\_\_\_\_

Destination in InSEAS (room #, tank # etc): \_\_\_\_\_

Number of individuals: \_\_\_\_\_

Is the number of animals authorized by your AUP? ☐Yes ☐No

If no, submit an amendment to your AUP before acquiring the animals.

Is any special containment required? ☐Yes ☐No

If yes, please specify.

## UBC ANIMAL CARE COMMITTEE

### Guideline on Procurement of Animals

**Date Approved: March 28, 2022**

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#### 1.0 PURPOSE:

The purpose of this guideline is to accompany the University of British Columbia (UBC) Animal Care Committee (ACC) Policy 28 on Procurement of Animals to outline the processes for procurement of animals used in Research, Teaching or Breeding.

#### 2.0 SCOPE:

This guideline applies to all animals procured for use in Research, Teaching or Breeding within the UBC Animal Care and Use Program (ACUP) which fall under the review of UBC's Animal Care Committee (ACC).

#### 3.0 DEFINITIONS:

**ACUP Procurement Team:** the procurement team members responsible for coordinating animal orders, animal transportation, veterinary inspections etc. for the UBC Animal Care and Use Program (ACUP).

**ACUP Order Approval Team:** the UBC Animal Facility Manager Group responsible for approving animal orders.

**UBC Animal Facility:** For the purposes of this document, spaces under the auspices of UBC where animal housing or work is taking place, whether there is an Animal Facility Manager staff position and facility support staff or whether it is an alternate space.

#### 4.0 PROCUREMENT PROCESS:

In all cases outlined below, the Investigator/Study Team must confirm there is appropriate space, staffing, etc. with Facility Management prior to initiating the procurement process.

There are four different categories of procurement with specific processes outlined below:

- x Animals ordered from commercial vendors; x
- Animals procured from within UBC; x Animals

procured from non-commercial vendors; x Animals  
procured from the wild.

## 4.1 Animals ordered from commercial vendors

All orders are submitted through the UBC Animal Management System, [Mosaic Vivarium](#), or via email to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca) using the [applicable order form](#). The ACUP Order Approval Team and the UBC Clinical Veterinarians (CV) approve all ACUP animal orders. They will:

- 4.1.1 Ensure the species, strain(s), sex (where applicable), number and destination facility are approved on the UBC AUP;
- 4.1.2 Obtain additional information, as needed, and return the order to draft (in Mosaic) or send a follow-up email to the requesting facility and Investigator/Study Team;
- 4.1.3 Place the order with the appropriate animal vendor, once all applicable approvals are received.
- 4.1.4 Ensure the order is delivered to the facility designated in the animal order and animals are received into the facility;
- 4.1.5 Once in the facility:
  - 4.1.5.1 Animals may be placed into quarantine upon arrival. This is facility dependent;
  - 4.1.5.2 Animals should be appropriately acclimated prior to use;
  - 4.1.5.3 The quarantine and acclimation periods may be combined, or may need to be independent of each other, depending on facility and species.

## 4.2 Animals procured from within UBC

- 4.2.1 Investigators that procure animals from within the ACUP (their own facility or another UBC Animal Facility) must request the transfer in Mosaic using the ACUP transfer task as outlined in the Mosaic – ACUP Animal Transfer How To document found on the ACUP SharePoint site.

- 4.2.2 Investigators in facilities not using Mosaic must complete the [Transport/Transfer Request form](#) and email it to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca).

### 4.3 Animals procured from non-commercial vendors

The following instructions apply to Investigators/Study Teams wishing to procure animals from noncommercial vendors (e.g. another university, hospital, institute, or other source, excluding wild-caught):

Animals procured from a non-commercial vendor (NCV) will fall into one of two categories:

- x NCVs with a veterinarian or export coordinator that can supply health reports prior to transport of animals to UBC, or
- x NCVs that cannot provide health reports prior to transport of animals to UBC.

- 4.3.1 For NCVs with a veterinarian or export coordinator that can supply health reports prior to transport of animals to UBC, the Investigator/Study Team must:

4.3.1.1 Confirm the receiving facility can accept the animals (based on health status, quarantine requirements, staffing, housing and procedural space requirements);

4.3.1.2 Follow the receiving facility SOP for non-commercial vendors, if applicable;

4.3.1.3 Complete the [Animal Order Form: Non-Commercial Supplier](#) and email it to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca).

4.3.1.4 Complete section 1 of the [import questionnaire](#)

4.3.1.5 Forward any other applicable documents (e.g. [Health Requirements for Incoming Animals Letter](#)) to the veterinarian or export coordinator of the *exporting* institution to complete/review.

4.3.1.6 Send the completed forms and all supporting documents on the animal order to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca);

4.3.1.7 After the ACUP Procurement Team has received the health report(s) and order form, a UBC Clinical Veterinarian (CV) will review the report for final approval;

4.3.1.8 Once the animals have been approved for import, the ACUP Procurement Team enters the order into Mosaic. Animals can then be transported to UBC;

4.3.1.9 Transport and receipt of animals:

- a. If Animal Care Services (ACS) is managing the transport:
  - i. ACUP Procurement Team will coordinate with the NCV to ship the animals to UBC. ACS will track the shipment, arrange customs clearance (if applicable), pick the shipment up from the airport or other location and deliver them to the designated facility;
  - ii. Animals are then received into the facility following facility procedures and the order is completed in Mosaic.
- b. If ACS is not managing the transport:
  - i. The procedures must be described in the approved AUP and follow the ACC Policy on Transportation; ii. For animals that are transported by the Investigator, once the animals are received into the facility as per facility procedures, the Investigator/Study Team, must inform the ACUP Procurement team within three (3) business days of the animals' arrival to UBC and provide: x  
An accurate number of animals procured;
    - x The number of animals with morbidity or mortality prior to, during, or due to transport;
  - iii. The order will be completed in Mosaic by the ACUP Procurement Team.

4.3.2 NCVs that cannot provide health reports prior to transport of animals to UBC:

4.3.2.1 Follow the same steps as outlined in 4.3.1;

4.3.2.2 The Investigator must inform their Facility Manager (FM) and Clinical Veterinarian (CV) on the date of arrival of the animals and indicate the length of quarantine/acclimation (should be described on the approved AUP);

4.3.2.3 The CV will then coordinate with the FM and Investigator/Study Team to inspect the animals and assess their health and welfare as required.

4.3.2.4 The CV will determine if animals are healthy enough to be released into the vivarium for use in Research, Teaching or Breeding studies, or require treatment prior to release, or euthanasia at humane endpoint;

4.3.2.5 For any UBC Facility that does not have a Facility Manager, the Investigator/Study Team must inform their CV directly.

## 4.4 Animals procured from the wild

Wild caught animals will fall into one of two categories:

- x Animals that will be transported back to a UBC Animal Facility, or x  
Animals that will not be transported back to a UBC Animal Facility.

4.4.1 For animals that are procured in the wild (wild caught) and will be transported back to a UBC Animal Facility, the Investigator/Study Team must inform:

4.4.1.1 Their Facility Manager (FM) and Clinical Veterinarian (CV) on the date of arrival of the animals;

- a. The species, strains, sex where applicable, number and destination facility are all compared to the approved UBC AUP;
- b. The number of animals with morbidity or mortality prior to, during, or due to transport must be reported;
- c. The CV will then coordinate with the FM and Investigator/Study Team to inspect the animals and assess their health and welfare as required.
  - i. If there is no FM, the Investigator/Study Team must coordinate with their CV directly;
- d. The CV will determine if the animals are healthy enough to be released into the vivarium for use in Research, Teaching or Breeding studies.

4.4.1.2 The ACUP Procurement Team within three (3) business days of the animals' arrival to UBC and provide:

- a. an accurate number of total animals captured (procured) in the wild and transported back to UBC, inclusive of the number of morbidities and mortalities during transport/quarantine.
- b. The ACUP Procurement Team will then coordinate review of all applicable documents.

4.4.2 Animals that are procured in the wild (wild caught) and will not be transported back to UBC:

This section applies to animals that will be housed/held for any length of time (e.g. including catch and release), that are not transported back to UBC. In all cases the location must be listed and approved on a UBC AUP.

4.4.2.1 Investigators/Study Teams that procure wild caught animals but will not transport them back to a UBC Animal Facility must provide the following information to the ACC at the time of annual renewal of the protocol:



- a. An accurate number of animals captured for any length of time;
- b. An accurate number of animals that were not the species intended (by-catch), even if the by-catch are released;
- c. The number of animals and by-catch with morbidity or mortality during or due to capture.

## 5.0 REFERENCES

1. UBC ACS Orders <https://animalcare.ubc.ca/conducting-your-research/orders-deliveries-transfers>
2. UBC ACC Policy 2 Transport of Research Animals Between Facilities At UBC  
<https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines/acc-policies>
3. UBC ACC Policy 3 Transport from UBC  
<https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines/acc-policies>

## Important Contacts

UBC ACUP Procurement [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca)

InSEAS staff: [tamkee@zoology.ubc.ca](mailto:tamkee@zoology.ubc.ca); [Jhoskins@zoology.ubc.ca](mailto:Jhoskins@zoology.ubc.ca)

InSEAS Clinical Veterinarian: [inseas.vet@ubc.ca](mailto:inseas.vet@ubc.ca)

DFO Vancouver headquarters: [info@dfo-mpo.gc.ca](mailto:info@dfo-mpo.gc.ca)

CFIA AIRS: [https://airs-sari.inspection.gc.ca/airs\\_external/english/decisions-eng.aspx](https://airs-sari.inspection.gc.ca/airs_external/english/decisions-eng.aspx)