

UBC ANIMAL CARE COMMITTEE

Guideline on Procurement of Animals

Date Approved: March 28, 2022

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:

- Animals ordered from commercial vendors;
- Animals procured from within UBC;
- Animals procured from non-commercial vendors;
- 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 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.

4.3 Animals procured from non-commercial vendors

The following instructions apply to Investigators/Study Teams wishing to procure animals from non-commercial 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:

- NCVs with a veterinarian or export coordinator that can supply health reports prior to transport of animals to UBC, or
 - 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.
- 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;
- 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:
 - An accurate number of animals procured;
 - 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:

- Animals that will be transported back to a UBC Animal Facility, or
- 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>