

UBC ANIMAL CARE COMMITTEE
POLICY 28
Procurement of Animals

Date Approved: March 28, 2022

1.0 PURPOSE

The purpose of this policy is to provide the requirements for the procurement of animals used for Research, Teaching or Breeding under the auspices of the University of British Columbia, as well as appropriate acclimation to the altered housing/environmental conditions to facilitate the highest standards of animal health and welfare. The policy is accompanied by guidelines that provide additional details.

2.0 SCOPE

This policy 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

Procurement: the acquisition of all animals for use on a Research, Teaching or Breeding protocol, from all sources including but not limited to commercial or non-commercial suppliers, wild caught, or animals acquired through breeding programs or from within UBC.

Commercial suppliers: are those suppliers or other UBC Animal Facilities that can provide purpose-bred and/or pre-conditioned animals with a known health status, acceptable health surveillance program(s), and any other conditions as determined by the University Veterinarian (UV).

Non-commercial suppliers: are suppliers or other researchers providing animals with unknown or suspect health status. These suppliers must be reviewed by the University Veterinarian for health status prior to procurement and transport of animals to any UBC Facility.

4.0 POLICY STATEMENTS

1. All animals that are procured by UBC Persons for use in Research, Teaching or Breeding must be described on an Animal Care Committee (ACC) approved UBC Animal Use Protocol (AUP) and must be acquired legally and ethically.
2. All animals that are procured by UBC Persons for use in Research, Teaching or Breeding must be procured according to UBC Policy LR2, unless wild caught.
3. Wild caught animals procured by UBC Persons for use in Research, Teaching or Breeding must be reported to UBC ACUP Procurement as described in the associated Procurement Guidelines.

4. Animals must be procured from either commercial suppliers with defined health status, or non-commercial suppliers where the health status has been reviewed and approved by the University Veterinarian (UV) or delegate prior to procurement of animals. For non-commercial suppliers, procurement must be clearly detailed on the approved AUP.
5. Animals must be facility acclimated for an appropriate time period as described and approved in the AUP. This may be combined with any necessary quarantine period as defined by the receiving facility.

5.0 RESPONSIBILITIES

1. It is the responsibility of any person involved in the care and use of animals to follow this policy.
2. The Principal Investigator is responsible for:
 - a. Describing all sources and final destination(s) of animals on the approved AUP before animals are procured.
 - b. Ensuring the approved AUP includes all species/strain(s) to be procured, and the requested number of animals does not exceed the available balance of animals approved within the AUP.
 - c. Ensuring transport conditions are appropriate for the species when they are providing the transport.
 - d. Ensuring the final housing, holding and/or experimental location(s) are appropriate for the species.
 - e. Maintaining all appropriate documentation including but not limited to details of rearing methods, husbandry and previous treatments performed.
 - f. Obtaining all permits necessary for the procurement and transport of animals (E.g. Canadian Food Inspection Agency, CITES permits) and the appropriate import or export permit from the international, federal, provincial or territorial agency(s) responsible for animals.
3. The University Veterinarian (UV) is responsible for:
 - a. Ensuring procurement of animals with good health and welfare
 - b. Establishing an appropriate health surveillance program including a list of Commercial suppliers and proper quarantine procedures for non-commercial suppliers.
4. The UBC ACC is responsible for:
 - a. Reviewing and approving all AUPs prior to procurement of any animals including sources of animals, the species, strain, sex and numbers of animals, and ensuring the transportation of animals is appropriate as per the associated UBC ACC Policy on Transportation.
 - b. Regularly reviewing the procurement program to ensure it reflects current knowledge and practices.
5. ACUP Procurement Team is responsible for:

- a. Reviewing all requests for procurement of animals from suppliers and ensuring all applicable parties are aware of and approve of any orders before they are placed.
 - b. Retaining appropriate documentation related to orders and transportation of animals into UBC Animal Facilities.
 - c. Receiving all reports of animals procured from the wild whether or not they are transported to a UBC Animal Facility, or affiliate location, or used in the wild.
6. Facility Management is responsible for:
- a. Reviewing and approving all requests for procurement of animals that will be housed in their UBC Animal Facility
 - b. Ensuring an appropriate disease surveillance program is in place

6.0 REFERENCES

1. CCAC Guidelines on: Procurement of animals used in science
<https://ccac.ca/Documents/Standards/Guidelines/Procurement.pdf>
2. CCAC Species-Specific Guidelines: <https://www.ccac.ca/en/standards/guidelines/types-of-animals.html>
3. CCAC GL wildlife <https://ccac.ca/Documents/Standards/Guidelines/Wildlife.pdf>
4. UBC Board of Governors Policy LR2 “Research” (Formerly BOG Policy 87)
<https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/>
5. ACC Policies and GL (transport, etc.) <https://animalcare.ubc.ca/animal-care-committee/sops-policies-and-guidelines>