ANIMAL ACQUISITION, RECEIVING, AND ACCLIMATION

1. PURPOSE

1.1. The purpose of this Animal Care and Use Procedure (ACUP) is to describe the guidelines for the acquisition, receiving and acclimation of animals designated for Cornell research and teaching protocols. This ACUP is approved by the Cornell Institutional Animal Care and Use Committee (IACUC). Any deviation must be approved by the IACUC prior to its application.

2. SCOPE

2.1. This ACUP is intended for use by facility managers, Principal Investigators (PIs) and their research staff.

3. INTRODUCTION

3.1. This ACUP outlines the methods for acquiring, receiving and acclimating research and/or teaching animals. This ACUP does not cover acquisition, receiving, or acclimating for equids. Refer to ACUP 609 Equid Acquisition, Receiving, Acclimation, and Disposition.

3.2. Contact the Cornell Center for Animal Resources and Education (CARE) at Cornell University by e-mailing care@cornell.edu for more information or for assistance.

4. MATERIAL AND EQUIPMENT

4.1. None

5. PROCEDURE

5.1. Acquisition Responsibilities of the PI or Designee:

5.1.1. Before ordering animals, ensure that:

5.1.1.1. The protocol has IACUC approval to use the species requested
5.1.1.2. All personnel listed on the protocol have completed IACUC required training (i.e., protocol appropriate Module 1)
5.1.1.3. All personnel listed on the protocol are enrolled in the Animal Users Health and Safety Program (AUHSP)

**NOTE:** Facility specific Module 2 training is required before PI staff can enter animal facilities. Contact the facility manager to schedule an appointment for Module 2 training.

5.1.2. Contact the facility manager to assure housing space availability and to fill out required forms.

5.1.3. For facilities utilizing eSirius animal procurement, place your animal orders using the eSirius web-based program.

5.1.4. For facilities not utilizing eSirius procurement, get the facility manager approval for prior to placing animal orders. Orders may be placed by the manager or the PI depending upon the facility. If uncertain of facility procedures for ordering animals, consult with the facility manager.

5.1.5. Supply the facility manager with animal emergency contact information that includes the following:

5.1.5.1. Lab and / or office phone numbers.
5.1.5.2. Home and / or cellular phone numbers for evening, weekend, and holiday contact information.

5.1.6. Whenever possible, acquire animals from an approved vendor.

5.1.7. Consult with the facility manager for information on all animal suppliers.

5.1.8. Arrange for a CARE veterinarian to screen the health report for potential pathogens and/or health issues.

5.1.9. If animals are not available through an approved vendor, prepare for the animals to be placed in quarantine for additional screening. Quarantine procedures will vary with the species of animal, the health status of the animals, and the facility in which the animals will be housed.

5.2. Receiving, Facility Staff Responsibilities:

5.2.1. Inspect animal shipping containers for damage upon arrival.

5.2.2. Compare the packing slip contents to the original animal order and to the content of the shipment to make sure they are all consistent.

5.2.3. Report the following information to the manager, PI, and CARE Vet:

5.2.3.1. Deviations from the order
5.2.3.2. Shipping container damage
5.2.3.3. Animal injury / sickness

5.2.4. Review the following information and transfer it to the animal’s health record, if applicable:

5.2.4.1. Health history
5.2.4.2. Vaccination history
5.2.4.3. Date of birth
5.2.5. If applicable, match each animal's permanent identification (e.g., tattoos or ear tags) with the records received.

5.2.6. For animals ordered through a non-approved vendor, ensure that the animals are observed by animal care staff after arrival.

5.3. Acclimation / Quarantine, Facility Staff and PI Responsibilities:

5.3.1. Place animals in appropriate housing as soon as possible after they arrive.

5.3.2. Provide animals with fresh food and water.

5.3.3. Include the following information on the primary enclosure:

5.3.3.1. Principal Investigator
5.3.3.2. Protocol Number
5.3.3.3. Species and Strain
5.3.3.4. Sex
5.3.3.5. Animal date of birth
5.3.3.6. Arrival date

5.4. Animals Originating from Facilities Outside of Cornell's Ithaca Campus:

5.4.1. An acclimation period of at least 72 hours is required prior to performing procedures.

5.4.2. Experimental procedures conducted less than 72 hours after arrival must receive IACUC and veterinary approval.

5.4.3. Quarantine period will be determined by the CARE veterinarian or applicable ACUPs.

6. PERSONNEL SAFETY

6.1. Medical Emergencies: CALL 911.

6.2. When working with animals wear appropriate PPE, observe proper hygiene, and be aware of allergy, zoonosis, and injury risks. Refer to the CARE Occupational Health and Safety webpage for more information.

7. ANIMAL RELATED CONTINGENCIES

7.1. Post contact information for emergency assistance in a conspicuous location within the animal facility.

7.2. Emergency veterinary care is available at all times including after working hours and on weekends and holidays through CARE (pager 1-800-349-2456) or the large animal Ambulatory and Production Medicine Service at (607) 253-3140.

7.3. Non-emergency veterinary questions & requests for care, email CARE veterinary staff at care@cornell.edu.

8. REFERENCES

8.1. ACUP 542 Maintaining Health and Procedure Records for Research and Teaching Animals:
8.2. ACUP 609 Equid Acquisition, Receiving, Acclimation, and Disposition:
8.3. Cornell University Animal Users Health and Safety Program (AUHSP) webpage:
http://www.oria.cornell.edu/AUHSP/
8.4. CARE Occupational Health and Safety webpage:
http://www.research.cornell.edu/care/OHS.html

9. APPENDIX

9.1. None

10. HISTORY

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