

Guidelines and Policy for Animal Procurement

The purpose of this Guideline/Policy is to provide uniform procurement and purchasing of research animals that are to be housed in the Marquette University Animal Resource Center.



As stated from the Guide for the Care and Use of Laboratory Animals – 8th edition:

“All animals must be acquired lawfully, and the receiving institution should ensure that all procedures involving animal procurement are conducted in a lawful manner. Before procuring animals, the principal investigator should confirm that there are sufficient facilities and expertise to house and manage the species being acquired. Procurement of animals should be linked to the prior approval of animal use and number by the IACUC”.

“The use of purpose-bred and preconditioned animals is therefore preferable when consistent with the research, teaching, and testing objectives. In general, animals used for scientific purposes should not be obtained from pet stores or pet distributors due to the unknown or uncontrolled background of animals from these sources and the potential for introducing health risks to personnel and other facility animals. Breeding colonies should be established based on need and managed according to principles of animal reduction such as cryopreservation for rodent stocks or strains”.

Marquette University Approved Animal Supplier List

Whenever possible, acquire animals from one of the approved suppliers.

Rats and Mice	Envigo (Harlan), Charles River, Taconic Farms, Jackson Labs, Sage Labs
Rabbits	Kuiper Rabbit Ranch, Envigo (Harlan)
Frogs & Turtles	Niles Biological, Xenopus One, Carolina Biologicals

Animal procured from other institutions – If animals are not available through an approved suppliers, arrange for the consulting Veterinarian and the ARC Director to screen the health report for potential pathogens and prepare for the animals to be placed in quarantine for additional screening.

Special note on ordering:

- Envigo (Harlan) Laboratories deliver animals on **Wednesday’s** only. All animal orders for Envigo (Harlan) must be placed by your department no later than **3:30pm** on the **Tuesday** before the desired delivery date. This will allow for the time it takes to place, process, and approve the orders from the Animal Resource Center, ordering department, and for the purchasing department.
- Charles River Labs deliver animals on **Monday’s** and **Wednesday’s** only. All animal orders from Charles River Labs must be placed by your department no later than **3:30pm** on the **Tuesday** before the desired delivery date. This will allow for the time it takes to place, process, and approve the orders from the Animal Resource Center, ordering department, and for the purchasing department.

- Jackson Labs deliver animal on **Monday's** only. All animal order from Jackson Labs must be placed by your department no later than **3:30pm** on the **Tuesday** before the desired delivery date. This will allow for the time it takes to place, process, and approve the orders from the Animal Resource Center, ordering department, and for the purchasing department.

Animals that are requested outside of the specified times will not arrive to the ARC on your desired delivery date. Our suppliers and the purchasing department need a minimum of four full working days to process the order.

Procedures:

1. Research staff will need to submit an animal order request to the individual(s) responsible for animal ordering for their particular department. This is the person who will enter the order into MyJob (Marquette Financial System).
2. Complete the *Incoming Animal Order Form* with the following information; (please go to <http://www.marquette.edu/orc/animal-resource-center/policy-forms.shtml> for a copy of the form).
 - a. PI name
 - b. IACUC approved protocol number
 - c. Date the order was/will be placed
 - d. Species and Vendor (whenever possible, acquire animals from the approved vendor list above)
 - e. Arrival date and room number where animals should be housed
 - f. Number of animals ordered and gender
 - g. Housing accommodations – single or grouped (should match what is written in the IACUC approved protocol)
 - h. Weight information, dates of birth, and any other information if desired to be printed on the cage card.
3. Send the incoming animal form via e-mail to the Animal Resource Center (ARC) staff for approval (austin.fritsch@marquette.edu and alecia.treml@marquette.edu).
 - a. The Director or Supervisor of the ARC facility will verify:
 - i. Availability of vivarium housing space and supplies.
 - ii. The amount of animals that are approved for purchasing.
 - b. Once verified the Director or Supervisor will send an “ok to purchase” or “not ok to purchase” e-mail back to the responsible party.
4. Once the ARC gives approval the order can be placed on MFS.
 - a. When generating the purchase order (PO) make a note on the ordering line that ARC has approved the animal numbers. This will let purchasing know that you have contacted the ARC for approval. Note: on the PO please place a department contact so that suppliers can send confirmation of the order directly to the department.
5. Purchasing:
 - a. When the PO is submitted it will no longer go to purchasing. The PO will go direct to the vendor for ordering. If the animal order is over \$2,500 it will require review by the purchasing department. Suppliers should be asked to send confirmation directly to the ordering department.