

Standard operation procedure: Ordering animals from approved suppliers

SOP nbr: 6-02

Created: 10.02.2021

Revised: 25.05.2023

Valid to: 25.10.2024

Author: Katarzyna Joanna Zelewska

Revised by: Katarzyna Joanna Zelewska

Approved by: Espen Engh

## ORDERING ANIMALS FROM APPROVED SUPPLIERS

### 1.0 PURPOSE

- 1.1 To clarify the process for ordering animals from commercial suppliers approved by the Department of Comparative Medicine (KPM).
- 1.2 To ensure that users order the correct animals.
- 1.3 To make sure that animals are housed in rooms with the correct health status.

### 2.0 DISTRIBUTION OF RESPONSIBILITY

- 2.1 Users are responsible for ordering the right type of animals for their experiments.
- 2.2 The PMSK (Personnel with special screening responsibility) is responsible for approving animal imports to KPM after consultation with the responsible veterinary surgeon.
- 2.3 KPM is responsible for drawing up, maintaining, distributing and revising this SOP.
- 2.4 All users and employees at KPM are responsible for following the procedure at all times.

### 3.0 PROCEDURE

- 3.1 Science Linker (SL) must be used for ordering animals. Go to “Order animals” and then select “New animals request”.
- 3.2 The deadline for ordering animals is Monday at 12 midday. The animals will then normally be delivered on Wednesday or Thursday in the following week, unless KPM gives information to the contrary.
- 3.3 When ordering, the following information must be filled out on the form:
  - Project number
  - Payment method: internal account/ invoice address
  - Number of animals
  - Sex
  - Species
  - Strain: e.g. C57BL/6NTac, C57BL/6NCrl, C57BL/6J.



- Supplier: Charles River/ Jackson Laboratory/ Janvier/ Envigo/ Taconic
- Health status: SOPF (Specific Opportunist and Pathogen free)/ SPF (Specific Pathogen Free)/ Conventional.
- Arrival weight/arrival age/birth date
- Cage purpose (optional): this could include the grouping of animals according to the needs of the user, e.g. different groupings within the experiment.
- Cage title: must be the name of the strain or the usual abbreviation of the strain name: «NOD.Cg-Prkdc<sup>scid</sup> Il2rg<sup>tm1Wjl</sup>/SzJ» can for example be shortened to «NOD scid gamma».
- Destination: unit and housing room (subject to agreement with PMSK)
- Requested arrival date
- Phone number
- Enter additional information and preferably also the link to the supplier's model under "Notes".

3.4 It is the responsibility of the user to order animals, as described in the relevant FOTS, with the correct genetic background, genetic modification, age, gender, number and health status.

3.5 If the order contains errors or omissions, it cannot be processed. Contact KPM for assistance.

3.6 KPM follows recommendations drawn up by FELASA (the Federation of European Laboratory Animal Science Associations) as regards health monitoring. Animals ordered for housing in the Barrier and DU-044 must have SOPF status. Animals ordered for housing in other rooms in the MDU must have SPF status. Animals destined for KPM and conventional unit can have a lower health status than SPF, but this must be approved by the veterinary surgeon and the PMSK.

3.7 The purchaser generate an E-number for the order.

3.8 The PMSK or delegated person sends the completed order to the appropriate supplier.

3.9 The PMSK registers, or the delegated person, note down the arrival date for the animals in SL after receipt of the order confirmation from the supplier.

3.10 Health certificates from the supplier no older than 3 months, together with the results of health monitoring over the last 18 months must be provided before the animals are imported. The import of animals from approved suppliers is accepted without imposing a quarantine period if the animals' reported health status is accepted by the responsible veterinary surgeon and the PMSK.

3.11 In rare cases, the import of animals will not be approved, for instance if there is a lack of housing space or during periods of reduced staffing at KPM.

#### 4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)

4.1 A risk assessment must be drawn up if animals with microorganisms that could pose a danger to humans are to be imported. The Head of KPM and the PMSK are responsible for informing the staff and users at KPM, KPM and conventional unit of the import of such animals. The appropriate protective clothing and equipment must be used when handling animals of this type.

#### 5.0 EQUIPMENT AND MAINTENANCE

## 5.1 Science Linker

## 6.0 HISTORY AND EDITING

6.1 Written 10.02.2021 by Katarzyna Joanna Zelewska

6.2 Revised 11.02.2021 by Frøydis Kilmer

6.3 Revised 22.05.2023 by Katarzyna Joanna Zelewska

## 7.0 REFERENCES

- 7.1 Mähler M. at all. FELASA recommendations for health monitoring of mouse, rat, hamster, guinea pig and rabbit colonies in breeding and experimental units. Lab. Anim. Vol 48, 2014.
- 7.2 [005557 - NOD.Cg-Prkdc<scid> Il2rg<tm1Wjl>/SzJ \(jax.org\)](#)
- 7.3 [FELASA recommendations for the health monitoring of mouse, rat, hamster, guinea pig and rabbit colonies in breeding and experimental units - PubMed \(nih.gov\)](#)