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Distribution		All

GP – 7: SOP on Procurement of new and non-traditional animal species

Objective:

This document describes the procedures for the procurement of new and non-traditional animal species used in the animal care and use program at Johns Hopkins University.

Definitions:

- New animal species – animal species that Hopkins program does not have a per diem for
- Non-traditional species – animal species that are not typically used in biomedical research

Rationale:

For most new and non-traditional species, animals do not come from approved vendors, and JHU does not have specific quarantine facilities. Instead, animals are available from pet stores and other institutions.

Scope:

This guideline applies to procuring non-traditional animal species such as turtles, frogs, snakes, anoles, and zebra finches, especially those only available from commercial non-approved vendors such as pet stores and family-owned small businesses. Most JHU investigators house these animals in satellite facilities, but there may be some circumstances when the animals are housed in RAR-managed vivaria.

Procedures:

Housing

1. For satellite facilities, ACUC Office, RAR Satellite Coordinator, and relevant faculty veterinarian ensure the room has been commissioned to be such.
 - a. *Animal Welfare Concerns* and *Obtaining Veterinary Care* sign is to be posted in the animal room. *The only exception to this is if the animals are visible from outside the room, then the signage should be placed outside the entrance door.*
 - b. Perform and record room and animal health checks daily.
 - c. For more information, refer to the ***JHU Guidelines for Research Animal Housing in Satellite Facilities.***
2. Primary and secondary enclosures should be appropriate for the species and should be approved by the Attending Veterinarian or his/her designee.
3. Create and submit a husbandry SOP to the relevant faculty veterinarians for their review.

Include:

 - a. Feeding and (if needed) watering.
 - b. An enrichment program.
 - c. Sanitation process.
 - d. Other items as required for the species (e.g., misting for anoles).
4. For housing areas with an established colony of the same or similar species, any new batch of animals should be quarantined at least in a separate enclosure as much as possible. The veterinarian will determine quarantine details in coordination with the husbandry supervisor/principal investigator.
5. Animals used acutely, i.e., used the same day animals arrived, may be kept in their transport container. Otherwise, housing, feed, and if needed, water should be provided.

Procurement, Receipt, and Census

Email JHURAR@jhmi.edu with the proposed vendor details. RAR Business Office will forward the email to the relevant faculty veterinarian and to the import/export coordinator.

Veterinarian and import/export coordinator will work with the vendor to ensure quality of animals to be procured. This process may include review of documents such as USDA inspections and health certificates, and/or a (remote) visit to the vendor facility. Future recurring visits/review may be performed as needed.

Vendor in the Hopkins SAP system

Vendor NOT in the Hopkins SAP system

RAR business office to process order as usual

Animal delivery to MRB loading dock

Investigator to place and receive the order *or* purchase animals in-person:

1. Inform RAR business office, Steve Simpson, and veterinarian of the order details (number & location of animals, and arrival date), so that they can arrange for a vet to examine the animals within 3 days of arrival.
2. If animals are being delivered directly to the lab, it is the lab's responsibility to receive the animals and unpack them in the housing location.
3. After consultation with veterinarian, animals may be purchased in-person by the lab (e.g., pet store) and transported via private vehicle. Animals should be transported in a secure container at all times, and must be brought directly to approved housing and unpacked (after appropriate acclimation, as needed, e.g., for aquatic species).
4. Lab to keep receipt and other delivery documents and email JHURAR@jhmi.edu with the documents.

Lab personnel and/or RAR husbandry/veterinarian ensures animals are healthy.

If animals are not healthy on visual examination, call relevant veterinarian, who will make a determination with the principal investigator on what to do (accept or reject* the animal/s, treat, etc.).

If animals are healthy, an RAR veterinarian will examine the animals within 3 days upon arrival for further health assessment.

If healthy, animals are counted & deducted from protocol by the RAR Business Office. All animals that are kept and housed in the facility (including satellites), will be scanned by RAR twice a month.

*For any animals rejected due to illness or injury, please consult individual vendor policies. Some approved vendors may allow animals to be returned, while other may provide replacement animals, or refunds. In the case that animals cannot be returned, the veterinarian will make the decision on whether the animal can be kept & treated, or should be humanely euthanized.

I acknowledge that I have read and understand the JHU Animal Care and Use Program document “**SOP on Procurement of new and non-traditional animal species**” and I will follow this procedure. I agree to bring any deviations in this procedure to the attention of my supervisor/GPS Working Group.

Name (Print) Date

Signature