ACQUISITION OF ANIMALS

No animals may be ordered without first submitting an Animal Purchase Approval Form. These forms are available from The Research Administration Office, Room 1424 East Building or are available by e-mail from Barbara Wolin. These forms must first be completed and signed by the Primary Researcher on the protocol and the protocol number must be included for the order to be processed. They must then be given directly to the Facility Manager. Once I have confirmed that the animals being ordered are appropriate for your approved protocol and that space and equipment exist to house them in our facilities, the order will be placed. Only the Animal Facility Manager may order animals. This is to assure that animals are coming from approved vendors and colonies in order to prevent disease outbreaks in the Animal Facilities. Such outbreaks may jeopardize human and animal health as well as research quality.

Please allow adequate lead-time for purchase of your animals. All requests for animal orders must be submitted to the Facility Manager no later than 3:00 PM on the Wednesday prior to the week your animals are needed. The further in advance you plan, the more likely you will get what you need when you need it. Animals that require longer vendor notice are timed pregnant females or females with pups of a specific age and certain strains of mice and rats. Some specialized mouse strains may take many months to acquire and will be available only in very limited quantities. Standing orders may be placed for more difficult to acquire animals. Please speak with Barbara for more detailed information on availability.

Please remember, and plan accordingly, that animals to be used in a study or for surgery, must spend one week acclimating to the Facility and recovering from shipping stress before they are used. They may be handled and weighed during this time. Animals that will simply be sacrificed do not need to acclimate.

ACCEPTABLE ANIMAL VENDORS AND DELIVERY SCHEDULE
(Schedules may vary during holiday weeks)

Taconic Farms - Tuesdays and Fridays

Charles River Labs - Tuesdays and Thursdays

Harlan Sprague Dawley – Wednesdays

Jackson Labs - Wednesdays

Once the animals have arrived, the Animal Purchase Approval Form (signed by the Facility Manager) will be attached to the vendor’s invoice and forwarded to you. You will need to process this bill for payment. When submitting the bill to Accounts Payable, the Purchase Approval must be attached or the bill will not be paid. It is the responsibility of the user (you) to make sure all bills are processed and paid in a timely manner as failure to do so will put Hunter College on credit hold and we will not be able to purchase animals for anyone. Please give the Animal Facility a copy of the Payment Request when submitted, for tracking purposes.
Acquisition of Animals from Other Institutions

*Animals available commercially may not be acquired from other institutions.*

Before any arrangements are made please be sure that the IACUC has approved the use of the requested animals in your protocol. Once that approval has been given, the facility manager and the veterinarian will ask for copies of the last 3 health reports from the shipping institution with the last report being less than one month old. Once these have been read and approved by the veterinarian (animals must be clean), the manager will phone the other institution to make shipping arrangements. Please provide contact information.

Shipping is subject to weather conditions. The animal facility will make shipping arrangements but you are responsible for all costs.

Animals will then be placed in a glove box for quarantine. Sentinel animals will be placed in the box and serology will be performed after 9 weeks. You are responsible for all cost for sentinel animals and serology testing. Parasitology and necropsy will be done in house. If all is well, animals will be released from quarantine after 10 weeks.

**NO BREEDING MAY TAKE PLACE IN QUARANTINE AND ANIMALS MAY NOT BE WORKED WITH**

There is a wait list for glove box space so it is best to coordinate or you may be forced to delay receipt of animals if quarantine space is not available.

For further information on these policies, please feel free to phone the Animal Facility Manager at x5228.