



Curtin University Standard Operating Procedure

ANIMAL PROCUREMENT

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REVIEWER	Reviewed Annually by Dr Beng Hooi Chua	Dr Tara Pike			

Aim/ Purpose: To describe the procedure for ordering of rodents for teaching and research.

Procedure:

1. Only animals from approved vendors are allowed to enter the unit without quarantine. The usual approved vendor is the Animal Resources Centre (ARC). If investigators wish to obtain animals from other sources this should be discussed with the animal facility manager/veterinarian. Animals with a clean health report may be allowed to enter without quarantine; animals with pathogens of concern or of unknown health status will need to undergo six weeks quarantine in holding room 5 and health screening before release. If pathogens of concern are picked up on health screen, a decision will be made on an individual basis, after discussion with the veterinarian and investigator, as to whether these animals may enter the facility, or if rederivation should occur.
2. All rodents should be ordered through the animal facility manager who will liaise directly with ARC.
3. The procedure for ordering animals is to fill out an animal procurement form available from the animal facility manager. It is important that all the required details are filled in on the form, especially with respect to transgenics where details of genetic background are also needed. This form should be signed and dated by the person ordering the animals. Forms should be received by the animal facility manager at least a week prior to requested deliver date. A copy of the form is shown on the following page.



4. Investigators should be available when animals are received, check the consignment is correct and unpack the animals as per SOP HUS-12.
5. If there is a mistake with the consignment this should be reported to the animal facility manager who will liaise with ARC to rectify the problem.

If newly received animals appear unwell then contact the animal facility manager who will assess them and liaise with the ARC with regard to this.