



Animal Care Committee

Policy Name	Procurement of Live Animals Used in Animal-Based Science
Policy Number	ACC.POL.008
Origin	Committee on Animal Use and Welfare (CAUW)
Authority	Associate Vice-President Research
Date of Original Approval	October 2020
Supersedes	n/a
Last Updated	October 2020
Effective Date	October 2020
Review/Retirement Date	2023
Responsibility for Revision	Research Ethics Coordinator
Responsibility for Implementation	Associate Vice-President Research

1) Purpose

Mount Saint Vincent University (MSVU) implemented this policy to ensure that all animals used in teaching, research and/or display are consistently procured, transported, and housed in alignment with current Regulatory Requirements for Animal Procurement, institutional policies and approved Animal Use Protocols (AUPs).

2) Scope

This policy pertains to the procurement of animals for animal-based science by authorized* PIs and their designates within the MSVU Research Community.

**Authorized means that the PIs or their designates have a current approved Animal Care Committee protocol*

3) Guidelines

The summary below are required Canadian Council on Animal Care (CCAC) guidelines on procurement of animals and is adopted directly from the [Guidelines on: Procurement of Animals used in Science](#) . All MSVU animal users are required to adhere to these guidelines.

Overview

- The use of animals in science is acceptable only if it contributes to the understanding of fundamental biological or behavioural principles, or to knowledge that can be expected to benefit humans or animals.
- Investigators must use the smallest number of animals necessary to obtain valid information.
- Prior to arranging for procurement of animals, investigators must ensure that the facilities and expertise are available to care for the animals.
- Where possible, institutions should strive to ensure the animals have a defined health status.
- The institutional veterinarian should have ultimate responsibility for ensuring procurement of healthy animals.
- The acquisition of animals must be dependent upon the prior approval of the project by the animal care committee.
- Acquisition of animals must follow federal and provincial/territorial regulations, and facilities must comply with all applicable regulations for identification of animals.

<ul style="list-style-type: none"> • Prior to procurement of animals, consideration should be given to the type of animals required, the ability to house and care for those animals, and any potential impacts on other animals in the facility.
<p>Sources of Animals</p> <ul style="list-style-type: none"> • Appropriate documentation must be maintained for all animals procured by an institution or its investigators. • Animals should be obtained from reputable suppliers. • In-house animal breeding colonies should only be established when absolutely necessary, and should be efficiently managed, consistent with anticipated need and the principle of reduction. • Preconditioned animals should be purchased whenever possible. • In general, animals used for scientific purposes should not be obtained from pet stores or their suppliers due to the potential health risks associated with disease transmission and the potential health problems for the animals themselves. • Dogs and cats specifically bred for scientific purposes must be the model of choice for studies where defined genetic, environmental and health statuses are necessary. • Institutions must only obtain non purpose-bred dogs and cats where there is a well-defined arrangement with the management of the organization supplying them. • Animals subjected to invasive surgery must not be used in additional studies without explicit approval of the animal care committee.
<p>Transportation</p> <ul style="list-style-type: none"> • A Standard Operating Procedure for the transportation of animals should be developed by the institution, its investigators or its employees. • Those overseeing the transportation of animals must be knowledgeable about the specific container requirements, temperature and ventilation of both the container and the environment during transportation, care of the animals prior to and during transport, and the requirements for labelling and documentation. • All Standard Operating Procedures regarding the transportation of animals must include instructions describing emergency responses, in line with the mode of transportation to be used.
<p>Receiving Animals</p> <ul style="list-style-type: none"> • Institutions receiving animals must be prepared for accepting the animals by providing proper facilities and appropriate handling by trained, experienced personnel. • Institutions should be responsible for ensuring records are kept for all animals received. • Institutions should have Standard Operating Procedures for conditioning animals upon receipt that take into account the species and background of the animals. • After transportation and before use in any experiments, animals should be acclimatized to the experimental conditions. • Quarantine areas should be subject to extra vigilance in monitoring the animals and in maintaining good records, in order to detect and respond to any health problems in quarantined animals. • Duration of quarantine should be appropriate to ensure that the health of the animals under quarantine and that of the conspecifics already resident at the research facility is assured.

4) Policy

a) Procurement

- i) All animals to be used for research, teaching or display that come to MSVU from any source (e.g., commercial sources, other institutions, etc.) must be ordered or requested through the Associate Vice President Research (AVPR) in writing. This request will only be considered after the Animal Use Protocol is accepted and approved by the Saint Mary's University (SMU) Animal Care Committee (ACC). Any special housing or husbandry needs of these animals must be indicated at this time.

- ii) With the exception of animals from approved commercial sources, the arrival of all animals must be preceded by a health certificate that is no more than three months old. The certificate should show, at minimum, the results of a serological survey of the colony the animals are coming from. It should also include a descriptive statement of any known or suspected infectious health problems in that colony and that facility within the last year. The requirement for a health certificate is absolutely necessary to protect the health of the other animals in the facility and will require the investigator to plan ahead.
- iii) The acceptance of animals from infected colonies must be first approved by the ACC.
- iv) Under exceptional circumstances, animals without health certificates may be admitted with the approval of the AVPR and the ACC, provided there is quarantine space available.
- v) To ensure proper record keeping, the campus veterinarian will inform the animal technicians as well as the university administration when such exceptions are made. Once the animal care director decides (after consultation with the animal technicians) that the request can be fulfilled and the facility has available space or other necessary requirements, the director will order the purchase in writing for the animal technician to carry out. This purchase order form will be the official P.O. university form and will require signature of the university purchasing officer as well as the animal care director or university official (AVPR or designate) in order for the request to be fulfilled. Any animals ordered by any other means will not be allowed on the University grounds. These policies will apply to all investigators utilizing the Animal Care Facility.

5) Resources & Acknowledgements

This Document has been informed by the following relevant documents:

- CCAC *Guidelines on: Procurement of Animals used in Science* - <https://www.ccac.ca/Documents/Standards/Guidelines/Procurement.pdf> (Retrieved October 2020)
- Laurentian University - <https://laurentian.ca/assets/files/Research%20Office%20Files/Ordering%20Animals%20Policy.pdf> (Retrieved October 2020)
- Western University - <https://www.uwo.ca/animal-research/doc/animal-procurement-policy.pdf> (Retrieved October 2020)