

Washington State University
Program of Laboratory Animal Research

POLICY #2: ORDERING AND TRANSPORTATION OF ANIMALS

A. Purpose and Responsibility

The Program of Laboratory Animal Resources (PLAR) is a centralized program at the WSU-Spokane campus. This policy provides the guidelines for ordering and transporting animals. The Vivarium Director is responsible for ensuring that all procedures involving animal procurement and transportation are conducted in compliance with the regulatory bodies.

B. Guidelines

The husbandry program at WSU-Spokane is compliant with the following documents:

- USDA Animal Welfare Act and Animal Welfare Regulations
- USDA Policy Manual
- Public Health Service Policy on Humane Care and Use of Laboratory Animals
- Guide for the Care and Use of Laboratory Animals
- AVMA Guidelines for the Euthanasia of Animals
- The Zebrafish Book: A Guide for the Laboratory Use of Zebrafish (*Danio rerio*)
- WSU IACUC Standard Operating Procedures (SOPs) and Policies

C. Policy

1. Ordering animals

- a. The *Guide* (p. 106) states that “all animals must be acquired lawfully, and the receiving institution should ensure that all procedures involving animal procurement are conducted in a lawful manner...Procurement of animals should be linked to the prior approval of animals use and number by the IACUC.”
- b. All orders are to be submitted to the Vivarium Director. This includes orders for live animals, oocytes, and animals to be obtained from cryopreservation. The Director will verify that the order is in compliance with the IACUC approved protocol, the vendor is approved, and that the appropriate space and caging is available. The Director will place the order. Upon receipt, the investigator will be notified.
- c. A Material Transfer Agreement (MTA) may be required. The Office of Grants and Research Development will arrange for the review and approval of the MTA. The Vivarium Director and OCV will arrange for the review of the health reports and receipt of the animals. Animals from non-commercial institutions may need to be quarantined and, if necessary, re-derived.

2. Transportation of Animals

- a. The *Guide* (107) states that the “transportation of animals is governed by a number of US regulatory agencies and international bodies...Careful planning for all types of transportation should occur to ensure animal safety and well-being.”
- b. As part of the order process, the Vivarium Director will ensure that the animals are transported in compliance with the regulatory bodies.
 1. The transportation of animals from approved commercial vendors is managed by the vendor.
 2. The transportation of animals from non-commercial vendors will be arranged by the Vivarium Director and/or the OCV Veterinarians.