

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. 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. Animals are delivered to our facility on Tuesday (Taconic and Charles River) and Wednesday (Harlan and Jackson). All animal orders are placed on Wednesday afternoon or Thursday early morning. If an order is received after Wednesday afternoon, there is no guarantee that animals will be available and air shipping may be required. This means additional cost and additional stress to the animals.

Please remember to plan way ahead if you will be needing timed pregnant females or females with pups of a specific age as the vendor must set up these matings for us and this requires long lead time. For example, if you need a female to arrive 15 days pregnant, the order must be placed at least 3 weeks ahead of time. Other types of animals may also require an unusually long period of time from order to receipt, these include but are not limited to : certain inbred strains of mice and rats, animals older than 6 weeks , animals requiring surgery at the vendor, animals from a particular colony. If you will be needing this type of animal consistently, standing orders should be set up. Please remember that animals must spend one week acclimating to the Facility and recovering from shipping stress before they are used in a study. They may be handled and weighed during this time.

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.

Acquisition of Animals from Other Institutions

This may not be done without initial prior approval by the IACUC. Once that approval has been given, the facility manager and the veterinarian will ask for copies of health reports from the provider institution with the last report being less than one month old. Once these have been read and approved by the veterinarian, the manager will phone the other institution to make shipping arrangements. You are responsible for all shipping costs incurred. The Animal Facility will not cover these costs. If quarantine space is not available, we may require you to delay receipt.