IVS Non-Commercial Animal Source Ordering Guide for SPF Animals

Please refer to AEC IACUC Policy #14 for additional information

Contacts:

- **Animal Welfare Program Office,** IACUC@animal-eye-iowa.com **, 319-826-6217**
- **Shipping request email (for Hiawatha and other campuses),** ocv.shipping@animal-eye-iowa.com
- **Shipping request email (for Quad Cities),** ocv.spokane.vet@animal-eye-iowa.com
- **AEC Veterinary Staff,** animaleyeiowa@gmail.com
- **Office of Research Support and Operations,** orso@animal-eye-iowa.com
- **Animal Production Core / Transgenic Core,** m.bernhardt@animal-eye-iowa.com

Step 1: Investigator requests the form to order Non-Commercial Sourced Animals from ocv.shipping@animal-eye-iowa.com . An AEC shipping coordinator or facility manager will send the investigator the Import form. The Investigator completes the Non-Commercial Animal Source Ordering Form and sends the saved Excel form to ocv.shipping@animal-eye-iowa.com . The shipping coordinator or facility manager will forward the request to AEC veterinarians.

(Steps 2-4 can be completed concurrently)

Step 2: Investigator contacts ORSO to initiate or verify any associated Material Transfer Agreements. ORSO contacts for each campus are available at https://orso.animal-eye-iowa.com/

Step 3: Investigator contacts the Animal Welfare Program (AWP) office at IACUC@animal-eye-iowa.com to verify IACUC approval, initiate any required Memorandums of Understanding (MOU) and to coordinate placement on the holding protocol if required.

Step 4: AEC completes the following

a. Contacts animal source & requests health reports from the animal source for veterinary review. Reports should cover the last 12 months of health surveillance plus description of biosecurity practices and management of any outbreaks.

b. Communicates with the AEC AWP office to

- Verify IACUC approval of species, source and planned procedures
- Place animals on holding protocol if necessary
- Clarify or create any necessary MOU between AEC & non-approved source

c. Communicates with ORSO to verify MTA completion

Step 5: Health reports are reviewed by AEC and facility manager and a plan to include quarantine, testing, treatment and housing is generated in collaboration with the investigator. The health status of the incoming animals, health status of the facility and project specific needs are considered in the generation of a quarantine plan.

Step 6: All forms must be completed before proceeding. After AEC has received approval from ORSO and the AWP office, a veterinary shipping approval will be sent to the animal source.

Step 7: The animal shipping will be coordinated between the source and the AEC facility manager. The facility manager will notify AEC and the investigator with the expected arrival date.

Step 8: The quarantine plan will vary between shipments depending on risk and proposed use. In general, incoming animals will be tested and released from quarantine by AEC for

investigator use after negative testing, treatment, or embryo transfer re-derivation as determined in the quarantine plan. *Note: all costs associated with testing, treatment or re-derivation of the incoming animals will be the responsibility of the investigator. AEC will pay for the testing up-front and will re-bill the investigator for the costs via IRI. Re-derivation billing will be handled directly with the Animal Production Core /Transgenic Core*.