 ILLINOIS INSTITUTE OF TECHNOLOGY

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Animal Procurement and Transportation Policy

The veterinary medical care of laboratory research animals is federally mandated, regardless of funding type. All animals must be acquired lawfully, and the receiving institution is required to ensure that all transactions involving animal procurement are conducted in a lawful manner. (The Guide, 8th edition, p. 106. (<https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>).

The Institutional Animal Care and Use Committee (IACUC) at Illinois Institute of Technology (IIT) bears overall responsibility for oversight of the animal research programs. As such, the IACUC expects all animal researchers and animal research laboratories to follow appropriate procurement and transportation procedures when conducting animal research. This policy shall apply to all animal researchers whose animals are housed in any IIT animal facility approved by IACUC.

1. Animals must be ordered from approved vendors. Procurement of animals is only permitted after the appropriate IACUC protocol has been approved.
2. Prior to purchasing or transporting any animal into the shared housing facility, a researcher must notify the IACUC. The advance notice/request must include the researcher’s name, the approved protocol number, the total number and type of animals, and any additional special care or instructions. The notice must be sent to the [iacuc@illinoistech.edu](mailto:iacuc@illinoistech.edu) email. The manager of the ERB rodent housing facility should be copied on this email ([ktuz@iilinoistech.edu](mailto:ktuz@iilinoistech.edu)).
3. In the case of animals being shipped from collaborating institutions, a memorandum of understanding between the institutions must be in place. In some cases this will be initiated by the collaborating institution, in other cases this will be initiated by IIT using the “[MOU Template for Incoming Animals from Collaborating Institution](https://webmaster.iit.edu/files/orcpd/IACUC-MOU-Template-for-Incoming-animals-from-collaborating-institutions-Approved.docx)s” form.
4. The IACUC will review animal purchasing and transportation requests to confirm compliance with the approved IACUC protocol.
5. Prior to any shipments of animals from collaborating institutions, a health status report (most recent health records) needs to be provided by the shipper's animal facility and reviewed by IIT's attending veterinarian.
6. The animals are procured through BuyIt. The approved protocol number must be provided in the purchase order. In the case of shipments from collaborating institutions, the relevant institution is set up as a dummy vendor in BuyIt so that animals can be tracked in the same way as those from commercial vendors.
7. When animals arrive at the shared animal housing facility, the principal investigator must keep records of the numbers of each strain of each species, census data, animal disposal, etc.
8. The Guide states on page 88: “records should be kept concerning feeding information, non-expired food supplies to ensure sustenance of nutritional profile, and any live cultures. Records of water quality testing for system and source water and maintenance activities of the life support system components are important for tracking and ensuring water quality.” (<https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>). The records must be available to the laboratory inspectors at any point. In the case of the shared rodent housing facility in the ERB, these records will be kept by the facility manager. In case of satellite animal facilities for other species, e.g. zebrafish, records need to be maintained by the PI of the laboratory hosting the satellite animal facility.

Sanctions

Failure to comply with IACUC policies may result in noncompliance reports to the Institutional Official, the Office of Laboratory Animal Welfare (OLAW), the U.S. Department of Agriculture (USDA), and/or the suspension of animal use privileges. All individuals who are non-compliant will be reported to the IIT Animal Care Institutional Official and the Vice Provost for Research.

In addition, the availability of sponsored research funds, regardless of funding type, may be affected when an Investigator is found to be in violation of these policies.

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Rodents

Jackson Labs, the most commonly used source of laboratory mice.

Charles River, the most commonly used source of laboratory rats https://www.criver.com.

Zebrafish

Zebrafish International Resource Center (ZIRC)  
5274 University of Oregon  
Eugene, OR 97403-5274, USA  
Phone: 541-346-6028  
Email: [zirc@zebrafish.org](https://zebrafish.org/home/contact.php?r=0)  
Web: http://zebrafish.org