

TITLE: Procurement of Vertebrate Animals		IACUC POLICY: 008
Effective Date: April 2024	Last Revised: April 2024	Review Date: April 2024
SCOPE: This policy applies to the acquisition of vertebrate animals for use on Georgia Tech campus		
KEYWORDS: procurement, vertebrate, animal, order, acquisition		
Policy Owner: Department of Animal Resources		
Policy Contact: Kim Woodard, Animal Facility Manager, animalorders@dar.gatech.edu		

1. REASON FOR THIS POLICY:

Georgia Tech has a centralized procedure for procuring vertebrate animals for research and teaching activities. This policy is in place to require animal users to use those centralized procedures.

2. POLICY STATEMENT:

Faculty using vertebrate animals in research and teaching are responsible for complying with applicable regulations and institute policies governing procurement and use of animals. The Principal Investigator (PI) is responsible for ensuring that the ordered animals do not exceed the number approved on the Institutional Animal Care and Use Committee (IACUC) protocol, that the charges are allocable to the funding source whose Worktag is specified in the Request for Animal Procurement (RAP), and that the funding source matches the source cited in the approved IACUC protocol.

Procurement of vertebrate animals is centralized in the Georgia Tech animal facility. Independent ordering of vertebrate animals by PIs, students, or departmental personnel is prohibited. The procurement of vertebrate animals without an approved protocol is a violation of institute policies.

Vertebrate animals must be acquired, purchased, or brought to the GT campus only from the Approved Animal Vendor List ([see below](#)) or from outside professional quarantine. The Attending Veterinarian (AV) may rarely approve other sources on a case-by-case basis when doing so does not jeopardize the Georgia Tech animal colonies. Outside professional quarantine is arranged between a manager at the lending institution and a Georgia Tech animal facility manager. Usually, this process is initiated by the PI at the lending institution.

3. RESPONSIBILITIES:

PI, Co-PI, Lab Manager, or official designee:

This individual must complete and sign the [Animal Housing Space Request](#) and [RAP](#) forms, attach a departmental purchase order (if required), and deliver all documents to the animal facility manager for signature. If these individuals need to change or cancel an order, they must email the animal facility (animalorders@dar.gatech.edu) as soon as possible. Incorrectly ordered animals cannot be returned, so great care must be taken in completing the RAP form.

Animal Facility Manager:

The animal facility manager will review all animal procurement requests and approve them by verifying IACUC protocol approval and funding cited on the RAP form as specified in the IACUC protocol. The animal facility also manages all changes to and cancellations of animal orders.

Note: All purchase requests must be received by the animal facility manager by 12:00 Noon on Wednesday for delivery the following week.

Office of Research Integrity Assurance (ORIA):

ORIA maintains the **Approved Animal Vendor List**. If the AV approves (see below), then they send the vendor information (name, address, phone, website, species) to ORIA for Dun & Bradstreet (or other financial and ethical) evaluation. If ORIA approves, then they make changes to the Approved Vendor List. Every time a change is made to the Approved Vendor List, ORIA distributes the updated list to the animal facility managers, directors, and veterinarians.

AV:

Changes to the Approved Animal Vendor List, including the vendor name and animal species, must be communicated to the AV. The AV evaluates potential changes to the Approved Animal Vendor List for animal quality and pathogen status. As mentioned above, AV also considers requests for other rodent sources on a case-by-case basis.

4. REFERENCES:

A. The Animal Welfare Act of 1966 (9CFR)

<https://uscode.house.gov/view.xhtml?path=/prelim@title7/chapter54&edition=prelim>

B. The Guide for the Care and Use of Laboratory Animals (Chapter 4, Pg 114; Appendix A, Pg 198) (ILAR, NCR, 8th Ed.) <https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>

REVISION HISTORY:

Revision Number	Summary of Revisions	Revision Date
1	Major updates to content and formatting	August 2023
2	Update to DAR email addresses	February 2024
3	Clarify AV case-by-case approval	April 2024