



OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	612	Rodent Receiving	Revision #:	0
Date Effective:	8/1/19		Supersedes:	0

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PURPOSE

These procedures are to define the process by which animals are received and initially housed.

SCOPE

These procedures cover all rodents received to the OLAC staff within the University of California – Berkeley campus, including satellite facilities.

RESPONSIBILITY

It is the responsibility of all OLAC personnel involved in the receiving of animals to read and understand the SOP and demonstrate proficiency in performing these duties and processes.

DEFINITIONS/ACRONYMS

- OLAC: Office of Laboratory Animal Care
- AT: Animal Technician (includes Senior Animal Technicians and Principal Animal Technicians)
- PI: Principal Investigator
- OASIS: Office of Animal Services Information System
- DOB: Date of Birth

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PROCEDURE

1. Pre-arrival:
 - a. Print receiving log the day prior to receiving day. Go online to the OASIS website:
<https://www.flare.berkeley.edu/receivinghome.cfm>
 - b. Review receiving log and verify that the following is correct on the OLAC Spaces shared document
 - i. PI
 - ii. Approved building & room number
 - c. Prepare all cages
2. Arrival:
 - a. Spray animal transport containers with approved disinfectant before they are placed in animal receiving room or other approved holding room. See SOP 606- General Facility Sanitation for approved disinfectant.
 - b. Check the following before accepting/signing for order. Contact Facility Supervisor and Animal Procurement and do not sign for order if there are any discrepancies.
 - i. No damages to packaging
 - ii. Verify that the number of boxes and building match the vendor packing slip
 - iii. Verify that vendor is pre-approved. See Appendix A of SOP 118- Rodent Import from Non Pre-Approved Vendors for list of approved vendors.
3. Receiving:
 - a. Animals are received from pre-approved vendors as described in Appendix A of SOP 118- Rodent Import from Non Pre-Approved Vendors.
 - b. Check that the following information is included on the animal shipment container(s) and/or delivery log and verify that there are no errors or discrepancies.
 - i. Principal Investigator
 - ii. Quantity of animals
 - iii. Catalog Number
 - iv. Animal sex (m/f)
 - v. Age/DOB
 - vi. Order ID/PO#
 - vii. Building & room number
 - viii. Special comments/notes (located on delivery log comment section)
 - c. Assess animal health in each box prior to "receiving" the order in the online system.
 - d. Do not receive or print cage cards for any orders containing health concerns, errors or discrepancies (e.g., spelling typos, wrong PO, information on log does not match packing slip, etc.) until the issue is resolved by facility supervisor and animal procurement.
 - i. Contact vet staff per SOP 621-OLAC Health Communication if there are any health concerns found.
 - e. Cage cards:
 - i. Select an order and click the Order ID/PO number on the online delivery log:
https://flare.berkeley.edu/receiving/delivery_log_list.cfm
 - ii. Transfer information from the packing slip and animal transport containers to the generated online form:
 1. Quantity received (animals)
 2. Date of birth (DOB)

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3. Cage type
 4. Animals per cage
 - a. See ACUC Overcrowded Mouse Cage Guidelines & Rat Housing Guidelines for more information on housing density.
 5. Order ID
 6. Special comments, if present (e.g., "15 days pregnant", "3wks old", "1 extra mouse in order", etc.)
 - iii. Verify all information is correct prior to printing cards.
 - iv. See SOP 613- OLAC Cage Card Printing for more information.
 - v. Securely place cage cards on animal transport container or immediately house order and place cage cards directly on each cage following the "housing" procedures outlined in this document.
 - f. Packing slips and order documents: File packing slips, order documents, and other information-containing documents (including stickers) in a folder for the corresponding month & year.
 - i. Discard documents that are older than 12 months.
4. Housing:
- a. Move each rodent into a cage using proper handling and micro-isolator technique. See SOP 102- Rodent Micro-Isolator Cage Changing for more information.
 - i. House animals in the appropriate cage type for the PI, room, health status, and/or species.
 - ii. Prior to housing, ensure there are no special instructions on delivery log (e.g., autoclaved cage set up only, single house all mice, mice are for barrier).
 - b. House only one order at a time to ensure orders are not switched or mixed.
 - i. If animals are separated in the same shipping container, ensure that animals are not mixed or switched and that the information from each section is transferred to the corresponding cage cards.
 - c. Dredge bedding prior to discarding transport container to ensure no dead or live animals are left in the container.
 - d. Do not leave animals in receiving room overnight unless directed otherwise by Facility Supervisor or Veterinarian.
 - e. Bring shipping containers to dirty cage wash and dump bedding from containers. Discard containers in recycling bins.
 - i. Remove all identifying information on shipping containers prior to disposal.
 - f. Complete animal housing by the close of business on the day of receipt.
 - g. Bring animals to the new housing room.
 - h. Adjust the census sheet accordingly.
 - i. Write # of cages & Order ID/PO# in the "In" column
 - ii. See Appendix A: Census Sheet Example for more information
5. Sentinels: Follow the sentinel procedures in addition to or as a modification to the procedures described in this SOP.
- a. Check special instructions or comments on delivery log before housing for the following:
 - i. Room number/Location
 - ii. Number of animals per cage
 - iii. Number of cages per room

- b. QA/QC coordinator or designee will pre-print cards for sentinel cages prior to receive date.
- c. Receive the animals in the system, but do not print cage cards.
 - i. Select "No" under "Print Cards". See Figure 1 for more information.
- d. Transfer DOB to the sentinel cage cards.
- e. At time of housing, indicate rack ID/rack number on each cage card.

Animal Receiving Information

Animals Quantity Received: Animals Birth Date: Order Remainder Delivery Date:

Cage Card Information

Print Cards: ☒ No ☐ Yes

Building: Room: Rack:

Quarantine: ☒ No ☐ Yes

Cage Type: Animals Per Cage:

Comments:

Figure 1 Receive Item

6. Barrier: Follow the barrier procedures in addition to or as a modification to the procedures described in this SOP.
 - a. Pre-print cage cards prior to transport of box to the barrier.
 - b. See SOP 102- Rodent Micro-isolater Cage Changing Appendix C: Rodent Barrier Procedures for more information.
 - c. Spray transport containers containing animals with approved disinfectant and bring into designated barrier housing room.
 - d. House barrier animals using strict micro-isolater technique into approved cage type.
7. Rodent Quarantine: Follow the rodent quarantine procedures in addition to or as a modification to the procedures described in this SOP.
 - a. See SOP 102- Rodent Micro-isolater Cage Changing Appendix A: Rodent Quarantine Procedures for more information.
 - b. Pre-print cage cards for expected number of cages and/or animals.
 - c. Spray transport containers containing animals with approved disinfectant and bring into designated quarantine housing room.
 - d. House quarantine animals using strict micro-isolater technique.
 - e. Transfer any cage cards, notes (on box or inside documents) to the new cage.
 - i. E.g., "Cage A", animal ID's, strain
 - f. Receive the animals in the system, but do not print cage cards.
 - i. Select "No" under "Print Cards". See Figure 1 for more information.

REFERENCE DOCUMENTS

- OLAC Spaces shared document
- SOP 610-OLAC Transport Vehicle: Use, Cleaning, and Maintenance
- SOP 118- Rodent Import from Non Pre-Approved Vendors

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- SOP 606- General Facility Sanitation
- SOP 621-OLAC Health Communication
- SOP 102- Rodent Micro-Isolator Cage Changing
- ACUC Overcrowded Mouse Cage Guidelines
- ACUC Rat Housing Guidelines
- SOP 613- OLAC Cage Card Printing

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)

Appendix A

Census Sheet Example:

Census Activity Sheet

Sheet ID	3268	Month/Year	1/2019	
PI	Lawton Greg	Account	ACC5005892-1-88640-67320-28575-43-X- JRP/HA	
Facility	LSA8	Room(Protocol)	680A (AUP-2016-01-0322)	
Cage Size	Mouse (7x11)	Species	MOUSE LABORATORY	

Day	Cage Count	AT Initials	In	Out
1	46	AL		
2				
3				
4	46	AL		
5				
6	46	AL		
7				
8				
9				
10				
11				
12	46	AL		
13			+4 #123456	
14	50	AL		
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