

## IVS Non-Commercial Animal Source Ordering Guide for SPF Animals

Please refer to [WSU IACUC Policy #14](#) for additional information

### Contacts:

- Animal Welfare Program Office, [iacuc@wsu.edu](mailto:iacuc@wsu.edu), (509) 335-7951
- Shipping request email (for Pullman and other campuses), [ocv.shipping@wsu.edu](mailto:ocv.shipping@wsu.edu)
- Shipping request email (for Spokane), [ocv.spokane.vet@wsu.edu](mailto:ocv.spokane.vet@wsu.edu)
- Office of the Campus Veterinarian, [or.ocv.alert@wsu.edu](mailto:or.ocv.alert@wsu.edu)
- Office of Research Support and Operations, [orso@wsu.edu](mailto:orso@wsu.edu)
- Animal Production Core / Transgenic Core, [m.bernhardt@wsu.edu](mailto:m.bernhardt@wsu.edu)

**Step 1:** Investigator requests the form to order Non-Commercial Sourced Animals from [ocv.shipping@wsu.edu](mailto:ocv.shipping@wsu.edu). An OCV 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@wsu.edu](mailto:ocv.shipping@wsu.edu). The shipping coordinator or facility manager will forward the request to OCV 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.wsu.edu/>

**Step 3:** Investigator contacts the Animal Welfare Program (AWP) office at [iacuc@wsu.edu](mailto:iacuc@wsu.edu) to verify IACUC approval, initiate any required Memorandums of Understanding (MOU) and to coordinate placement on the holding protocol if required.

**Step 4:** OCV 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 WSU 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 WSU & non-approved source
- c. Communicates with ORSO to verify MTA completion

**Step 5:** Health reports are reviewed by OCV 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 OCV 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 WSU facility manager. The facility manager will notify OCV 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 OCV 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. OCV 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](#).*