
STANDARD OPERATING PROCEDURE

TITLE: Procurement- *Macaque fascicularis* (*Cynomolgous macaques*) Non-Human Primate Module (NHPM) West Valley Building, University of Western Ontario

SOP NO.: WV 171-01

REVISION: 01

EFF. DATE: DRAFT

SUPERSEDES:

APPROVALS

Prepared by (print name): _____ Dept.: _____

Signature: _____ Date: _____

Reviewed by (print name): _____ Dept.: _____

Signature: _____ Date: _____

Approved by (print name): _____ Dept.: _____

Signature: _____ Date: _____

1.0 PURPOSE

- 1.1 This SOP outlines the criteria for ordering non-human primates (NHP) for the Health Sciences Animal Facility and the West Valley Building.
- 1.2 These criteria are in place to ensure that only healthy animals are admitted to the facility, and thus minimize the risk of disease transfer to the existing animals and of zoonotic disease transfer to personnel working within the facility.
- 1.3 All orders for NHP from any source must be placed through an animal requisition sent to ACVS accounting (Kathleen Perry) who shall coordinate with UWO Purchasing (Ray Williamson)

2.0 SCOPE

- 2.1 This SOP applies to all scientists and ACVS personnel using NHP in the West Valley Building

3.0 RESPONSIBILITIES

- 3.1 Personnel involved in the ordering of NHP must be familiar with and follow this SOP
 - 3.2 ACVS Accounting shall:
 - 3.2.1 Advise a Veterinarian on any NHP orders
 - 3.2.2 Advise UWO Purchasing of any NHP orders
 - 3.2.3 Inform the Principle Investigator of the landed cost of NHP, and arrival date and time
 - 3.2.4 Liaise with UWO Purchasing as required
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- 3.3 ACVS Veterinarians shall:
 - 3.3.1 Verify with the Canadian Food Inspection Agency (CFIA) as to what specific import criteria exist when ACVS Accounting receives the order
 - 3.3.2 Verify that the source meets all requirements
 - 3.3.3 Liaise with CFIA as required
- 3.4 UWO Purchasing shall:
 - 3.4.1 Contact the supplier to place the order
 - 3.4.2 Ensure all permits are provided and in place
 - 3.4.3 Liaise with ACVS Veterinarians and Accounting as required
 - 3.4.4 Calculate animal landed costs
 - 3.4.5 Keep ACVS Veterinarians and Accounting informed of the progress

4.0 PROCEDURE

- 4.1 Selection of Sources
 - 4.1.1 NHP shall only be ordered from sources approved by an ACVS Veterinarian.
 - 4.1.1.1 Only captive bred Rhesus Macaques may be ordered unless otherwise authorized by an ACVS Veterinarian
 - 4.1.2 The quarantine process and time may vary depending on the location of the supplier and the source facilities
 - 4.1.3 The source facility must:
 - 4.1.3.1 Be under the permanent and regular supervision of an accredited Veterinarian from the country of origin.
 - 4.1.3.2 Demonstrate the presence of a health monitoring and preventive health program which shall include
 - 4.1.3.2.1 Microbiological and parasitological testing
 - 4.1.3.2.2 Tuberculosis testing at regular intervals
 - 4.1.3.2.3 Post-mortem exams of to determine causes of mortality
 - 4.1.3.3 Serologically test animals at the facility at regular intervals and specifically prior to shipping
 - 4.1.3.3.1 For Macaques and Guenons these tests shall include B-Virus (Cercopithecine Herpes Virus 1), Simian Immunodeficiency Virus (SIV), Simian Retro Virus (SRV), and Simian T Lymphotropic Virus (STLV)
 - 4.1.3.3.2 For Baboons these tests shall include

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- 4.1.3.4 Provide a parasite identification and treatment program
- 4.1.3.5 Provide written documentation stating that these criteria are in place
 - 4.1.3.5.1 This documentation must signed by the source facility Director OR Veterinarian
 - 4.1.3.5.2 This documentation **MUST** be with the animal at the port of entry and available for inspection
- 4.1.3.6 Provide copies of the health records including all examinations, vaccinations, procedures, tests and test results, and any treatments
 - 4.1.3.6.1 These records **MUST** be with the animal at the port of entry, attached to the International Health Certificate, and available for inspection
- 4.1.3.7 Be free of Rabies and Tuberculosis for a minimum of 2 years
 - 4.1.3.7.1 Written documentation **MUST** be provided and signed by the source Facility Director or Veterinarian, and **MUST** be with the animal at the port of entry and available for inspection.
- 4.1.3.8 Identify individuals with a unique and legible tattoo or a subcutaneous microchip and refer to this identification in all documentation

4.2 Animal Criteria

- 4.2.1 NHP may only be ordered when:
 - 4.2.1.1 The source facility has been approved by the Director ACVS
 - 4.2.1.2 Health reports of the animals to be shipped, has been reviewed and approved by an ACVS Veterinarian
 - 4.2.1.3 Only NHP that are research naive may be ordered
- 4.2.2 The individual animals to be shipped must have tattoo or microchip identification in place, beginning with the first health records generated
 - 4.2.2.1 The identification must be legible, or if a microchip, readable
 - 4.2.2.2 The location of the identification must be described in the individual medical records
- 4.2.3 Individual animals must have their own individual medical records
 - 4.2.3.1 The records must correlate to the identification as in 4.2.2
 - 4.2.3.2 The records must include the species and breed, the colour, the sex, and the birth date
 - 4.2.3.3 The records must document a weight taken within 30 days prior to shipment

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- 4.2.3.4 The records must include a complete medical history including all examinations, vaccinations, procedures, tests and test results, and any treatments
 - 4.2.4 Individuals must be negative within no more than 30 days prior to shipping for Tuberculosis (TB) on two separate TB tests
 - 4.2.4.1 Two negative tests must be obtained on TB tests administered to each individual NHP identified for transport, on two separate occasions, at an interval of not less than two weeks apart
 - 4.2.5 Individuals must be in good health and clinically negative for any diseases prior to shipping
 - 4.2.6 Animal must not be shipped if there is any suspicion of the following: Simian Hemorrhagic Fever, Filovirus (Marburg and Ebola), B-Virus (Cercopithecine Herpes Virus 1 or CHV-1), Simian Immunodeficiency Virus (SIV), Simian Retrovirus (SRV), Measles, and Simian T Lymphotropic Virus (STLV), Rabies, Shigella, Yersinia, and Salmonella
 - 4.2.7 Individuals must be serologically negative within no more than 30 days prior to shipping for B-Virus, SIV, SRV, and STLV
 - 4.2.8 Individuals must be negative on fecal culture or rectal swabs within 30 days prior to shipment for Yersinia, Salmonella, and Shigella
 - 4.2.9 Individuals must have been isolated from other animals during the 30 days prior to shipping
 - 4.2.10 Individuals must have documentation of being on a parasite treatment/prevention program
 - 4.2.11 Individuals require a “Certificate of Veterinary Examination” or “International Health Certificate”, stating that the individual has been examined at least 48 hours prior to shipping and declaring it to be in good health, free from any diseases, and fit for transport without undue suffering by reason of infirmity, illness, injury, fatigue, or other cause
 - 4.2.12 This certificate must be issued in only English or French language
 - 4.2.13 This certificate **MUST** be with the animal at the port of entry and available for inspection
 - 4.3 Regulatory Issues
 - 4.3.1 NHP ordered from outside Canada require a CITES permit
 - 4.3.1.1 CITES permits are issued by the source facility
 - 4.3.1.2 Copies of the permits must be received by the ACVS Veterinarian and UWO Purchasing, and approved prior to shipping the animal(s)
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- 4.3.1.3 The original CITES Permit **MUST** be with the animal at the port of entry and available for inspection
 - 4.3.2 Regardless of the source, any NHP imported into Canada requires an Import Permit from the Canadian Food Inspection Agency (CFIA) and must be inspected at the border point of entry, by a CFIA Veterinarian
 - 4.3.3 Prior to shipping NHP into Canada, an Import Permit application must be obtained from the local CFIA office
 - 4.3.4 The original Import Permit **MUST** be with the animal at the port of entry and available for inspection
 - 4.3.5 Regardless of the source, NHP must be quarantined at an approved facility prior to release into the regular NHP housing facility
 - 4.3.6 Such a facility may be onsite if approved by the Director ACVS and the CFIA
 - 4.3.6.1 The facility must be inspected and approved by a CFIA Veterinarian before each new shipment of NHP arrive
 - 4.3.6.2 The quarantine facility Veterinarian will arrange for the CFIA to inspect the facility
 - 4.3.7 The Canadian Food Inspection Agency regulates the importation of all animals into the country
 - 4.3.8 ***Prior to each order, refer to the Canadian Food Inspection Agency website for the most recent import regulations for NHP from the country of origin www.airs-sari.agr.ca***
 - 4.4 Shipping
 - 4.4.1 Shipping must be by the most direct and appropriate route from the export facility to the destination in Canada
 - 4.4.2 Written approval for routing the shipment through another country must be attached to the Import Permit
 - 4.4.3 Except for changing planes the NHP may not be off-loaded except at the destination
 - 4.4.4 For air transport, documentation from the shipper **MUST** be with the animal at the port of entry and available for inspection, and **MUST** state that air transport is in accordance with the “International Air Transport Association Live Animal Regulations”, approved by the Office International des Epizooties (OIE)
 - 4.4.5 Arrangements must be made to provide food and water to the animals at the port of entry and as required during transportation
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- 4.4.6 Animals must not come into contact with other animals products or equipment of a lesser zoosanitary health status between the source and the destination
- 4.4.7 All cages, containers or vehicles used to transport the animals must have been cleaned and disinfected
- 4.4.8 The shipment of animals must be presented to a CFIA Veterinarian at the Canadian port of entry
- 4.4.9 All applicable documentation must be available for inspection by the CFIA Veterinarian
- 4.4.10 The CFIA Veterinarian at the port of call will seal the animal cages and approve their release to the approved quarantine site at UWO
- 4.4.11 Cages may only be opened at the quarantine site upon authorization of the Regional CFIA Veterinarian

4.5

5.0 HEALTH & SAFETY

- 5.1 Nonhuman primates (NHP's) present hazards related to naturally occurring zoonotic organisms which may be transmitted to people. People also transmit zoonotic agents to NHP's. NHP's also present unique hazards due to their intelligence, manual dexterity, strength and speed . Please refer to SOP WV611-02 “ *Safety and Animal Handling Procedures for NonHuman Primates (NHP's) Non Human Primate Module, West Valley Building, UWO*
- 5.2 Direct contact with NHP's requires in depth training on risks and standard operating procedures, participation in a surveillance health program as well as documented proof of training and security clearance monitored by the facility manager. Please refer to SOP WV169 “ *Non Human Primate Approval Policy, West Valley Building, UWO.*
- 5.3 All approved personnel must be enrolled, approved and monitored in the animal handlers medical surveillance program through workplace health, UWO
- 5.4 NHP housing facilities at West Valley , UWO are designed and operated at the standards required by Health Canada and Canadian Food Inspection Agency

6.0 REVISION HISTORY

Revision	Reason(s) for Revision	Initiated by

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SUPERSEDES:

7.0 REFERENCES / ASSOCIATED MATERIALS

7.1

8.0 ATTACHMENTS

8.1