

STANDARD OPERATING PROCEDURE
RECEIPT, QUARANTINE, ACCLIMATION, AND
PREVENTIVE MEDICINE STANDARDS FOR DOGS

1.0 PURPOSE:

- 1.1 This SOP specifies the techniques used by Animal Resources (AR) personnel relating to the receipt, quarantine, and acclimation procedures for all dogs used for research or instruction at the College of Veterinary Medicine. It also specifies the standards for preventive medical care for this species.
- 1.2 The individual assigned to perform the duties and tasks listed in this SOP is responsible for its implementation.

2.0 STANDARDS:

- 2.1 All dogs should be housed and husbanded in accordance with the environmental, primary enclosure and enrichment standards outlined in SOP 01.001, "Husbandry of Dogs", or SOP 01.020, "Husbandry of Dogs (Bldg 2379)".
- 2.2 All dogs, whether acquired as random-source/pound source animals or from licensed dealers for purpose-bred animals, will be obtained from sources approved by AR.
- 2.3 All dogs will be processed, identified, and applicable records maintained according to Animal Welfare Regulations (enforced by USDA-APHIS), and the most recent version of the *PHS Guide for the Care and Use of Laboratory Animals*.
- 2.4 All efforts must be made to minimize stress and optimize the welfare of newly-acquired dogs. Professional, compassionate handling and treatment is the required standard with high consideration to personal safety.
- 2.5 AR provides two classes of random source dogs for research and instruction which are distinguished by the level of quarantine that the dogs receive.
 - 2.5.1 Class I dogs are used for terminal projects, i.e., they are to be euthanized following the procedure for which they were purchased. These dogs are **NOT** to be returned to the AR facilities under any circumstances.
 - 2.5.2 Class II dogs will undergo the full quarantine procedure and will be housed in the AR facilities and used for research projects.
 - 2.5.3 All dogs received by AR from random source suppliers must be kept for 5 working days (full 24-hour periods), not including the day of transport, before they can be used in research/instruction projects. This is specified in the Animal Welfare Regulations, which are enforced by USDA-APHIS.
- 2.6 Purpose-bred animals are acquired from dealers appropriately licensed for the breeding and sale of research dogs. These dogs do not require a 5-day holding period as do random-source dogs; however, a 7-day period of acclimatization is necessary for the animals to become more comfortable with their new environment.

3.0 SPECIAL CONSIDERATIONS:

3.1 Animal Health:

- 3.1 The overall general health condition of each animal should be evaluated during the physical examination upon receipt. Refer to section 5.1

- 3.2 Dogs received from random sources potentially could be carrying infectious disease that could be transmitted to other dogs. All dogs must be closely monitored and observed for any signs of disease or abnormal health. Consequently, these dogs are to be housed at the Riverbend Farm quarantine facility.
- 3.3 Look for obvious signs that indicate an animal may have aberrant behavior. Any dog that exhibits aggressive tendencies such as growling or snarling must be reported to the area supervisor.
- 3.4 Any animals suspected of or found with any animal health problems should be reported to the Animal Health Technician (AHT).

3.2 Health and Safety:

- 3.1.1 Follow all Personal Protection Equipment (PPE) requirements. See section 3.3.
- 3.1.2 Follow all SOPs when using equipment and chemicals
- 3.1.3 Material Data Safety Sheets (MSDS) and First Aid Kits are located in all Animal Facility Offices.
- 3.1.4 Facilities are equipped with a fire extinguisher, emergency shower, and an eye wash station.
- 3.1.5 **NOTE:** Personnel should exercise care and caution while working with random source quarantined dogs. These are animals from unknown backgrounds. Always observe dogs closely for any signs of aggressive behavior. Do not enter enclosure if dog(s) are exhibiting this type of behavior. If you encounter any animal that you suspect exhibits any type of aberrant behavior, contact the area supervisor immediately. Note that even purpose-bred animals may exhibit aggressive behavior, even though it is less likely.
- 3.1.6 Personnel should wash their hands and lower arm area after husbanding dogs and/or working with chemicals.

3.3 Personal Protection Equipment:

- 3.3.1 Scrubs, coveralls, or uniforms are required while receiving and manipulating dogs.
- 3.3.2 Gloves are required while receiving and manipulating dogs.

4.0 OPEN:

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5.0 PROCEDURES:

5.1 Animal Receipt and Physical Examination Standards:

5.1.1 Forms.

5.1.1.1 Random-Source dogs: A signed consignment form (*Attachment 1*) from the random source seller or donor must accompany each group of dogs entering the quarantine facility.

- 5.1.1.2 Purpose-Bred dogs: Dogs should arrive with a USDA-APHIS “Interstate and international certificate of health examination” for small animals (or equivalent), and vendor-produced health history which should include identifications, vaccinations and dewormings, etc.
- 5.1.2 Quarantine and Conditioning for Random-Source dogs: Upon arrival, healthy random-source dogs that conform to the needs of the research and/or instructional project should be selected for quarantine and conditioning procedures. A Canine Quarantine and Conditioning Record (CQCR; *Attachment 2*) and must be initiated for each dog. This record must include the following:
- 5.1.2.1 USDA Tag number
 - 5.1.2.2 UGA issued ear tag number
 - 5.1.2.3 Pen (run) number where dog is housed
 - 5.1.2.4 Date the dog was acquired
 - 5.1.2.5 Breed of dog
 - 5.1.2.6 Sex of dog
 - 5.1.2.7 Weight of dog
- 5.1.3 Physical examination of Random-Source dogs: A physical examination must be performed upon arrival of each healthy dog that conforms to the needs of the research and/or instructional project. This physical exam must be recorded on the CQCR.
- 5.1.3.1 Look for ocular and/or nasal discharge
 - 5.1.3.2 Observe respiratory condition (e.g., coughing, sneezing, labored breathing etc.)
 - 5.1.3.3 Look for signs of diarrhea, blood, or vomit
 - 5.1.3.4 Check for any lesions or abrasions on the skin; look for matted or dirty fur/hair. Look for any injuries (old or new)
 - 5.1.3.5 Observe each animal for overall temperament and/or for signs of stress (e.g., shivering, shaking, etc.)
 - 5.1.3.6 Check overall body condition and look for other clinical symptoms that might be an animal health problem.
 - 5.1.3.7 Check each animal closely for tattoos and scan for microchips with a universal scanner (refer to *SOP 05.008*, “Procedure for Dealing with Microchipped or Tattooed Random Source Animals”).
 - 5.1.3.8 Record sex of animal and other observations (e.g., pregnant, lactating, neutered)
 - 5.1.3.9 Perform a fecal flotation examination for endoparasites and an external examination for fleas, ticks, and other ectoparasites.
- 5.1.4 Physical examination of Purpose-Bred Dogs: Purpose-bred dogs should be examined with the same rigor as above, but should arrive with their own USDA tag, microchip, or ear tattoo. Purpose-bred dogs should be acclimatized in the Veterinary Bioresources Facility (VBF), and should not be mingled with random-source dogs that have not completed the quarantine and conditioning period
- 5.1.5 All Dogs: Information for each dog must also be recorded on the USDA, APHIS, Record of Disposition of Dogs or Cats, Form 7006 (*Attachment 3*)

5.1.6: Standards for Annual Physical Exams: A physical exam should be performed by a CVM veterinarian, a registered veterinary technician, or a 4th-year DVM student under faculty guidance. Upon review of the animal's medical record, the following should be performed and recorded in the medical record:

5.1.6.1 Revaccination as described in 5.2.1 below.

5.1.6.2 An annual fecal examination (fecal flotation) for endoparasites.

5.1.6.3 An annual heartworm test.

5.1.6.4 An oral examination with dental evaluation to determine the need for dental prophylaxis.

5.2 Preventive Medical Treatments and Identification:

5.2.1 Vaccines

5.2.1.1 DA2LPP: Distemper-Adenovirus 2- Leptospira- Parainfluenza-Parvovirus: The standard shall be that dogs will be vaccinated initially, after one year, and then every three years thereafter. The date, lot number and personnel initials should be recorded on the CQCR or Clinical Health Record (medical record), as appropriate. Vaccination records for newly-acquired purpose-bred dogs should be reviewed for completeness. Class II random-source dogs should receive a second DA2LPP vaccination 3 weeks after the initial vaccination.

5.2.1.2 Rabies: The standard shall be that dogs will be vaccinated initially, after one year, and then every three years thereafter. Note that rabies vaccinations must be given as authorized by a Georgia-licensed veterinarian.

5.2.1.3 Bordetella: Dogs should be vaccinated every 6 months.

5.2.1.4 For all vaccinations, record date, lot number and initial on the CQCR or Clinical Health Record (CHR, medical record). Vaccination records for newly-acquired purpose-bred dogs should be reviewed for completeness.

5.2.2 Anthelmintics:

5.2.2.1 Dogs will be administered anthelmintics for endoparasites approved anthelmintic (e.g., oral Drontal Plus) as required by a licensed veterinarian.

5.2.2.2. Upon a negative heartworm test, dogs will be administered a macrocyclic lactone drug or similar heartworm control *except* for those animals specifically exempted for research purposes.

5.2.2.3 Record date, dose and initial on the CQCR or CHR, medical record.

5.2.3 Ectoparasite control agent: Dogs will be administered an appropriate ectoparasite control agent under the guidance of a licensed veterinarian if ectoparasites are identified.

5.2.4 All dogs held long-term (more than a year) must receive an annual physical

examination and revaccination in accordance with these specifications. See 5.1.6 above. This must be documented in the medical record.

- 5.2.4 All dogs must be appropriately identified. (Refer to *SOP 04.008*, “Animal Identification”).
 - 5.2.4.1 All random-source dogs must be identified with a USDA medallion metal tag which has embossed on it “USDA”, the UGA research facility registration number “57-R-005” and the numbered identification of the dog. Numbered tags should not be re-used to identify any dogs within less than a five year cycle. The USDA tag number should be recorded on the USDA, APHIS, Record of Disposition of Dogs and Cats, APHIS Form 7006, (section A, Identification Number. The USDA tags are to be affixed (taped) to the animals’ cage card.
 - 5.2.4.2 All random-source dogs must be identified with a UGA issued numbered plastic ear tag. Ear tag numbers should not be re-used to identify any dogs within less than a five year cycle. The ear tag number should be recorded on the USDA, APHIS, Record of Disposition of Dogs and Cats, APHIS Form 7006, (section G, Description of Animal).
 - 5.2.4.3 Some dogs (generally Class II) may be identified with an AVID microchip at the request and expense of the PI. This form of identification has been approved by USDA-APHIS-AC.
 - 5.2.4.4 Purpose-bred dogs will arrive with some form of legally-acceptable identification. These identifiers may include a uniquely-identifying ear tattoo, USDA medallion, or microchip. These are acceptable and can be used to identify these animals. A second form of identification should not be necessary in most cases.
- 5.2.5 APHIS Form 7006, Item 5, (Identification of Each Animal Being Delivered) and the appropriate sub-items (A—G) must be filled in with the appropriate information identifying each animal received.
 - 5.2.5.1 Item A—Identification number (USDA tag number issued by AR)
 - 5.2.5.2 Item B—Sex (M or F) of dog marked with an “X”
 - 5.2.5.3 Item D—Age or date of birth (estimated age)
 - 5.2.5.4 Item E—Wt. record weight of dog
 - 5.2.5.5 Item F—Breed or type
 - 5.2.5.6 Item G—Description of animal (color, marks, hair, tail, etc.) and record UGA issued ear tag number and put in (parenthesis)

5.3 Quarantine and Acclimation:

- 5.3.1 Class I Random-source dogs must be housed at the quarantine facility (Bldg 2379) for a **MINIMUM 5-DAY PERIOD** (excluding the day of arrival and weekend days).
- 5.3.2 Class II Random-source dogs must housed at the quarantine facility (Bldg 2379) for a **MINIMUM 14-DAY PERIOD**.
- 5.3.3 All dogs should be housed separately by sex (gender).
- 5.3.4 **Should a dog show signs of illness/injury during the conditioning period, the quarantine time will be extended until those signs resolve and the dog has**

been released from quarantine by the attending veterinarian or AHT.

5.3.4.1 If it is necessary to provide medical treatment to a dog during the quarantine/conditioning period, approval should be obtained from the attending veterinarian. Record any such treatment on the CQCR and Clinical Record (*Attachment 4*), including the date of each treatment, the species and identification number, the drug, the dose, the route and any comments. Initial the form.

5.3.4.2 Refer to *SOP 04.005*, "Preparation and Maintenance of Clinical Health Records for Animals Used in Research and Instruction".

5.3.5. Purpose-bred dogs should be acclimatized in the Veterinary Bioresources Facility for approximately 7 days before used in an IACUC-approved teaching or research protocol.

5.4 Housing and husbandry: Dogs housed in Building 2379 should be husbanded according to *SOP 01.02*. Dogs housed in the VBF should be husbanded according to *SOP 01.001*.

5.5 Disposition:

5.5.1 Class I dogs must be taken directly to the researchers work area (such as ICM rooms 1106 or 1108, across from Junior Surgery suites), and if it is necessary that the dog be returned to AR, it must be taken back to the quarantine facility (Bldg 2379) and **not** housed in the Central Animal Facility or the Veterinary Bioresources Facility (on-campus facilities).

5.5.2 Class II dogs, at the end of the 14-day quarantine period, must receive a second round of vaccinations. Only **healthy** Class II dogs may be moved to the on-campus facilities. The cage cards (with USDA tags affixed) and all applicable records must be moved with the transfer of the dog(s).

5.5.3. Purpose-bred dogs will be maintained in the Veterinary Bioresources Facility.

5.6 Euthanasia:

5.6.1 Ill or intractable animals or those not needed for research/instructional programs should be euthanatized as soon as possible according to *SOP 08.001*, "Euthanasia: Considerations and Appropriate Methods".

5.6.2 Records of animal euthanasia must be completed on the CQCR and the Animal Clinical Record and retained according to federal regulations.

6.0 RECORDS:

6.1 Consignment Form (*Attachment 1*)

6.2 Canine Quarantine and Conditioning Record (*Attachment 2*)

6.3 USDA Disposition of Dogs and Cats, APHIS Form 7006; (*Attachment 3*). The appropriate box must be checked indicating a sale, exchange or transfer, or donation of dogs to UGA. Additionally the follow items must be completed.

6.3.1 Item 1—the date of disposition must be recorded

6.3.2 Item 2—the page if utilizing multiple pages must be recorded

6.3.3 Item 3—the complete name and address of the seller or donor. Address must

- 6.3.4 include PO Box & number and/or physical address, City, State and Zip Code
Item 3A—the dealer’s (seller or donor) license number of research facility registration number must be recorded (as applicable).
- 6.3.5 Item 4—the complete name and address of the buyer or receiver. Record University of Georgia, Animal Resources, 501 D.W. Brooks Drive, Athens, GA 30602
- 6.3.6 Item 4A—the buyers or receiver (UGA) USDA license number or research facility registration number. Record 57-R-005, the UGA research facility registration number.
- 6.3.7 Item 5A—5G must be completed detailing information on the identification of each animal received from the seller or donor. Refer to 5.2.4
- 6.3.8 Item 6—delivery by (check appropriate box)
- 6.3.9 Item 7—the complete name and address of the company of firm. Address must include PO Box & number and/or physical address, City, State and Zip Code
- 6.3.10 Item 8—the complete name and business address of the truck driver. Address must include PO Box & number and/or physical address, City, State and Zip Code
- 6.3.11 Item 9—the printed name of the person receiving the animals.
- 6.3.12 Item 10—the signature of the person receiving the animals.
- 6.3.13 Item 11—the job title of the person receiving the animals.
- 6.3.14 Item 12—the date the animals were received.

6.4 Clinical Health Record (*Attachment 4*)

7.0 DEFINITIONS AND REFERENCES:

7.1 Definitions:

- 7.1.1 Euthanasia: intentional induction of painless, stress-free death
- 7.1.2 Material Data Safety Sheets (MSDS): material safety data sheets, summary of information (manufacturer information and product ingredients; physical/chemical properties, reactivity, toxicological, ecological information on the product; and personnel health hazards information)
- 7.1.3 Personal Protection Equipment: articles of clothing and equipment that protect workers against direct contact with infectious, toxic, or corrosive agents and against temperature extremes or other physical hazards
- 7.1.4 Random source: animals received from various sources of or known or unknown origins whose pedigree, health status, and temperament are not established (e.g., dogs received from municipal pounds or animal shelters)

7.2 References:

- SOP01.020, “Husbandry of Dogs (Bldg 2379)”
- SOP 04.005, “Preparation and Maintenance of Clinical Health Records for Animals Used in Research and Instruction”
- SOP 04.008, “Animal Identification”
- SOP 05.008, “Procedure for Dealing with Microchipped or Tattooed Random Source Animals”
- SOP 08.001, “Euthanasia: Considerations and Appropriate Methods”

- Attachment 1: Animal Consignment Form*
Attachment 2: Canine Quarantine and Conditioning Record
Attachment 3: USDA, APHIS, Record of Disposition of Dogs and Cats
Attachment 4: Clinical Health Record

National Research Council, *Guide for the Care and Use of Laboratory Animals*
(<http://www.nap.edu/readingroom/books/labrats/>)

United States Department of Agriculture, Animal and Plant Health Inspection Service,
Animal Welfare Act and Animal Welfare Regulations, pub. Nov 2005 as found in
USC Title 7, Chapter 54 Sections 2131—2159