

SOP# : PRO 039

Title : Animal Census

Revision Date: April 17, 2017

TMG Approval:

Purpose: The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and the Canadian Council on Animal Care (CCAC) require that annual animal use inventory figures be submitted at the end of each year. Most animal numbers are gathered using orders placed by Principal Investigators (PIs). This is not the case with in-house breeding colonies. Therefore, it is necessary that all PIs having breeding colonies to produce their research animals submit the numbers used under each Animal Use Protocol (AUP) for his/her research to the Animal Facility (AF) Office.

1.0 Definition of Animals to Be Counted

- 1.1 Any animal that is obtained for the purpose of research (i.e.: from an approved vendor or imported from another institution).
- 1.2 Any offspring of an in-house breeding colony, even if the offspring are not used in an experiment. All weaned animals, and any animals used prior to weaning are to be counted in the census.

2.0 Animal Use Inventory Sheet (Attachment #1)

- 2.1 These sheets are used to keep track of animals weaned from various breeding colonies. These are used by AF technicians who are responsible for the record-keeping. Research staff may use these sheets, or may use their own. (see Attachment #1).

3.0 Census Submission Form for Breeding Colonies (Attachment #2)

- 3.1 Every quarter, PIs are required to complete the Census # Submission for Breeding Colony Inventory form (see Attachment #2) with the total census numbers. This form must be sent to the AF Accounting Assistant (905-525-9140, ext. 22504) no later than 2 weeks after the end of each quarter. **Please ensure the animals are counted per quarter.** (i.e. When submitting numbers for Quarter #2, do not add animals from quarter #1. Only submit the number of animals produced in Quarter #2.)

- 3.2 This form will also be used by AF Technicians if they are responsible for the record-keeping of a breeding colony.

4.0 Counting Procedure

- 4.1 It must be indicated whether rodents are genetically modified models (GMs) or Mutants (M). This includes transgenics, knock outs, knock ins, etc. The individual strains **do not** need to be separated out, just the GM/M from the non-GM/M.
- 4.2 This following process is only for counting animals bred. **Do not** count new arrivals or animals transferred into the room by means of a Request for Services form. These animals have already been counted.
- 4.2.1 Any animals given to another laboratory or transferred to another research project with a different AUP (usually known as "transfers") should be documented on a Request for Services form. This form will act as the documentation to add it to the new owner's numbers; therefore, this addition does not need to be included on the Census # Submission for Breeding Colony Inventory form for the new PI.
- 4.3 **Do not** subtract animals if they are culled.
- 4.4 Opening balance: Start each quarter at 0. Each individual quarter will be submitted to the AF Office.
- 4.5 At the time of weaning a litter, all animals must be entered in the "pups weaned" column. If animals are removed prior to weaning, an arrangement with the PI must be made to ensure that these animals are entered on the Census # Submission for Breeding Colony Inventory form.
- 4.6 Any animals simply moving to another room but not changing PIs should not be subtracted out or added in when they arrive in the new room.

5.0 Site Specific Requirements

- 5.1 None.

Attachment #2

Census # Submission for Breeding Colony Inventory form

Principal Investigator	
AUP	
Submitted by	
Room #	
Strain	
Species	
Date	

Census #	
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Is the above number for GM/M (Genetically Modified/Mutants)?

Yes No

Quarter (Please circle one):

#1: January to March

2: April to June

3: July to September

#4: October to December