

STANDARD OPERATING PROCEDURE #541 VENDOR APPROVAL FOR ANIMAL, FEED AND BEDDING SUPPLIERS

1. PURPOSE

The intent of this Standard Operating Procedure (SOP) is to describe the procedure for approval of suppliers of animals, feed, and bedding for McGill University animal facilities.

2. **RESPONSIBILITY**

Veterinarians, Facility Animal Care Committee (FACC)

3. GENERAL CONSIDERATIONS

- 3.1. It is the responsibility of the Veterinary Committee to evaluate and approve potential suppliers to ensure the quality of animals, food, or bedding.
- 3.2. All current animal, food, and bedding suppliers are considered approved vendors and will be subject to periodical follow-up evaluations as described in this SOP.

4. PROCEDURES

- 4.1. All animal facilities at McGill University and affiliated institutions must obtain animals, animal feed, and bedding from reputable commercial suppliers. If justified on AUP, e.g., for certain animal species or for genetically engineered animals, animals, food, or bedding may be obtained from other sources such as other universities or other academic colonies.
- 4.2. Procuremen2t stateff24(attate)-((f)21721 (b)(520140(at))-60(213)-60(203)-

before an order is placed.

- 4.4. Animal suppliers:
 - 4.4.1. To approve an animal supplier, a facili
 - 4.4.2. If a visit is not possible, the veterinaria websites (if available). The vendors websites available of the vendors websites available of the vendors website of the vendor of the
 - 4.4.3. During the visit/discussion, the following
 - 4.4.3.1. Animal housing
 - 4.4.3.2. Feed production and storag
 - 4.4.3.3. Bedding production and stor
 - 4.4.3.4. Health status of the animals
 - 4.4.3.5. Feeding/watering of the ani
 - 4.4.3.6. Hygiene conditions of the pr
 - 4.4.3.7. Preventive medicine progra
 - 4.4.3.8. Vermin control program
 - 4.4.3.9. Management of the colonies
 - 4.4.3.10. Quarantine measures
 - 4.4.3.11. Laboratory testing of animal
 - 4.4.3.12. Shipment conditions of anim

CHECKLIST FOR LABORATORY ANIMAL SUPPLIER EVALUATION

NAME OF SUPPLIER:

EVALUATION:

On-site visit

CHECKLIST FOR FOOD/BEDDING SUPPLIER EVALUATION

CHECKLIST FOR LABORATORY ANIMAL SUPPLIER RE-EVALUATION

NAME OF SUPPLIER:

CHECKLIST FOR FOOD/BEDDING SUPPLIER RE-EVALUATION

NAME OF SUPPLIER:	EVALUATION:
ADDRESS:	On-site visit Phone Call

Instructions for animal supplier representative: Indicate if any significant change to the items listed below occurred in the past year. Once completed, return a signed copy of the questionnaire to the veterinarian.