



**Division of Research
Comparative Medicine**

Date Released: 2/8/16

Version: 2

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SOP #504 Receiving Turtles	
SCOPE:	This SOP is applicable to all Comparative Medicine (CM) personnel responsible for receiving turtles from approved vendors.
SOP OWNER:	Facility Manager
PURPOSE:	To outline the general process of receiving turtles from approved vendors.
LOCATION:	35A, room 110.
Approved by: Sylvia Gografe, DVM, PhD Director Comparative Medicine	

References

1. *Guide for the Care and Use of Laboratory Animals*. National Research Council; National Academy Press, Washington, D.C., 2011
2. Public Health Service Policy on Humane Care and Use of Laboratory Animals. OLAW (NIH) 2015
3. *Laboratory Animal Medicine*. JG Fox, LC Anderson, G Otto, KR Pritchett-Corning and MT Whary, Academic Press, 3rd Edition, San Diego, CA, 2015
4. *Red-Eared Sliders*. Katrina Smith, TFH Publications, Inc, Neptune City, NJ, 2011

1. Responsibility

- a. Animal Care Technician(s) (ACT)
 - i. Adhere to procedures as outlined in this SOP.
 - ii. Document all activities as outlined below in Record Keeping.

- iii. Inform Facility Manager and Training Coordinator immediately about any issues that arise regarding this SOP.
- iv. Inform Director and Facility Manager immediately upon discovery of illness or injury of incoming turtles.
- b. Facility Manager (FM)
 - i. Adhere to procedures as outlined in this SOP.
 - ii. Ensure procedures are followed as outlined in this SOP.
 - iii. Ensure appropriate training is provided to particular personnel performing this function.
- c. Training Coordinator/Coordinator of Administrative Services (CAS)
 - i. Adhere to procedures as outlined in this SOP.
 - ii. Ensure procedures are followed as outlined in this SOP.
 - iii. Ensure appropriate training is provided to particular personnel performing this function.
 - iv. Interacts with vendor(s) and research personnel in regards of order and delivery of turtles.
- d. Attending Veterinarian/Director (AV)
 - i. Oversee all aspects of animal health

2. General

- a. Eating, drinking, chewing gum, and applying cosmetics is not permitted within the facility.
- b. Appropriate PPE has to be worn and universal precautions followed when working with animals.
- c. Wash hands after handling animals.
- d. Turtles are capable of causing injury. Use caution and proper handling techniques.
- e. In the event of an injury, notify Supervisor immediately and complete injury report.
- f. Wear appropriate protective equipment and clothing and comply with any additional precautions as directed by Comparative Medicine management.

3. Procedure

- a. Turtles will be ordered from AV-approved vendors by Comparative Medicine' personnel only. Sometimes turtles will be wild-caught, and the researcher should give 3-7 days' notice of arrival.
- b. The CAS will alert CM staff when animals are arriving and how many to expect. Cage cards will be printed and available for the animal care technicians.
- c. If either of the two large tanks are empty, it will have been cleaned after it was emptied, and it will be prepared for the incoming shipment. The tanks will be filled, treated, and run for 24-48 hours prior to turtles' arrival. If both large tanks are occupied, the small holding tubs will be prepared for occupation. Prepare 1 holding tub per 4 small turtles, and 1 holding tub per two large turtles. **Note:** Incoming animals will not be mixed with current occupants. **Note:** Terrapins may require salt added to their water.
- d. When the animals are delivered to 35A, they will be placed on a cart, and the shipping container will be sprayed down with disinfectant. The box will remain on the cart for the proper contact time per the disinfectant's instructions prior to bringing it into the housing room.

- e. Upon arrival, the turtles will be inspected by the receiving ACT for injury/illness, and lab personnel, AV, FM, CAS, and ACTs will be notified of any issues.
 - f. Lab personnel will be notified of the animals' arrival. Lab personnel will need to check the animals for appropriate size (preferable within two hours) and give CM the all-clear to unpack the turtles. If the lab personnel don't inspect the turtles within two hours, they will be unpacked. **Note:** if the lab finds the parameters incorrect, the CAS needs to be notified immediately so the turtles can be returned to the vendor.
 - g. Once the lab has decided to keep the animals, CM will rinse the turtles in the sink and dry them off with a paper towel or Wypall. Each turtle will be weighed and labelled with the appropriate markings in toluene-free nail polish according to the identification chart provided in the room. Each new shipment will have a different color nail polish.
 - h. Once labelled, place the turtles into the appropriate tank. Note: Incoming animals will not be mixed with current occupants.
 - i. The animals will be allowed to acclimate for 16-24 hours before the first feeding.
 - j. It will be posted on the tank when the shipment is next due for a weigh-in (one month from arrival date).
4. **Record Keeping**
- a. The ACT will mark the Per Diem Sheet.
 - b. The ACT will note the arrival in the Progress Notes along with the color nail polish used to label the shipment.
 - c. The ACT will retain any shipping forms or invoices included with the shipment and give them to the CAS for filing.
 - d. The CAS will update the CMATS system.

Review Date	Revision Date	Revision Number	Description of Revision
3/11/16	3/11/16	2	Added weighing turtles