

POLICY ON ANIMAL VENDOR SURVEILLANCE

I. SCOPE

The purpose of this policy is to assure that the vendors to New York University School of Medicine (NYUSoM) animal care program are capable of supplying the quality of product (animals or goods) that they purport, and to evaluate other information important to NYUSoM research activities and/or animal colony health.

II. MINIMUM STANDARDS OF VENDOR SURVEILLANCE

- A. At least biennial (every 2 years) visits to vendors will be made by the Attending Veterinarian or designee to assess and review the primary suppliers of animals or products.
 - 1. **Animal vendor** surveillance shall include visits to the supplier's site. A written report of each visit shall be made, and will include the following minimum information:
 - a. A description of the animal species produced/location.
 - b. A brief history of vendor on initial visit and update at subsequent visits.
 - c. Accreditations, certifications, and special considerations (e.g., quality control testing for laboratories or diets).
 - d. The names of contact personnel for orders, problems, health issues.
 - e. A description of housing and husbandry compliance with laws, regulations, and guidelines, which will include, at the minimum:
 - 1) Physical plant evaluation (e.g., environmental monitoring, lighting, sanitation, etc.).
 - 2) Housing and husbandry methods.

- 3) Feed and watering products and practices.
 - f. Relevant employee qualifications and training.
 - g. Health care.
 - 1) Daily program.
 - 2) Preventive medicine.
 - 3) Disease surveillance.
 - 4) Socialization and environmental enrichment, where appropriate.
 - h. Recordkeeping.
 - 1) Veterinary, including appropriate regulatory (e.g., USDA) requirements.
 - 2) Breeding.
 - 3) Orders and shipping.
 - i. Vermin control program.
 - j. Shipping practices, materials handling, procedures and carriers.
 - k. Genetic monitoring.
 - l. Method of communication of significant information with customers.
 - m. Standard operating procedures (SOPs).
2. **Product vendor** surveillance shall include visits to the suppliers' sites at least every two years by the Attending Veterinarian or designee. A written report of each visit will be made, and will include the following minimum information:
- a. A brief history of vendor on initial visit and update at subsequent visits.
 - b. A description of the general product line and specific products for use by NYUSoM.
 - c. The names of contact personnel for orders, problems, and quality assurance.

- d. A description and evaluation of physical facilities, including the vermin control program.
- e. A description and evaluation of the production process.
- f. A description and evaluation of storage of product.
- g. A description and evaluation of shipment of product to NYUSoM.
- h. A description of quality assurance measures.

B. In-house (NYUSoM) evaluation of animals or products is also performed.

- 1. All species are periodically evaluated at euthanasia with complete necropsy, appropriate microbiology, parasitology, serology, and histopathology, as described in the site Standard Operating Procedure (SOP). While in-house evaluations focus on health risks to the animals at the vendor or in shipment to NYUSoM facilities, the Attending Veterinarian may exercise professional discretion and use other means to gain the necessary information for assessing animal quality.
- 2. **Product** evaluation may consist of but not be limited to:
 - a. Effectiveness
 - b. Cost efficiency
 - c. Durability
 - d. Safety
 - e. Procurement of current Material Safety Data Sheets as appropriate

III. PERSONNEL PERFORMING VENDOR EVALUATIONS

A master list of current primary vendors or those anticipated to be used in the coming year by animal facilities is maintained. Assignments of responsibility for surveillance of individual vendors or vendor sites will be made through collaborative efforts of DLAR staff. It will be based upon proximity to the NYUSoM site, importance of a vendor to a particular NYUSoM site, and economy of performing the evaluation at a particular site. The site Attending Veterinarian or his/her designee will perform the vendor evaluations.

IV. REPORTS OF VISITS TO VENDOR, IN-HOUSE EVALUATIONS, AND PRODUCT EVALUATIONS SHOULD BE COMPLETED AS SOON AS POSSIBLE

- A. All biennial vendor surveillance reports, at the minimum, should provide information from the appropriate section of this procedure (II.A.1. or II.A.2.).
- B. The DLAR Veterinarian or designee will summarize any findings of in-house animal evaluations and include all pertinent items and conclusions concerning the continued use of the vendor or vendor site. In-house product evaluation reports are the responsibility of the Operation manager/Facility supervisor and contain, at the minimum, the information from Section II.B.2.of this procedure.
- C. All completed reports should bear the date of visit or evaluation, the name(s) of person(s) providing the information, undergo final review by the site Attending Veterinarian and be kept on file. Copies will be distributed to other individuals as requested.
