

EEHV1A Vaccine for Asian elephants

Vaccine produced by the Ling lab, Baylor College of Medicine, Houston Texas 77030

Zoo Vaccine Approval Checklist

A comprehensive guide for obtaining vaccine approval through the zoo research process

Overview

This checklist guides you through the complete vaccine approval process from initial contact through final approval and shipping. Each step includes specific actions and responsible parties to ensure smooth coordination between your zoo and the Baylor research team.

Step-by-Step Checklist

☐ Initial Consultation

Individual zoo representative and Baylor team have preliminary conversation about vaccination plan and objectives.

Primary contact is Paul Ling (pling@bcm.edu, 713-798-8474)

Administrative Assistant Kay Ling (Kay.Ling@bcm.edu).

******Please include both on all correspondences about the vaccine.**

Vaccine costs: for the time being the vaccine is offered free of cost. BCM is requesting that zoos pay for shipping the vaccine.

☐ Proposal Drafting

Paul drafts research proposal using AZA research form and sends internally at Baylor for review and approval.

☐ Formal Proposal Submission

Individual from BCM research (not directly from Paul) sends formal proposal package to zoo, including research proposal and liability agreement. Pls send email to indicate receipt.

☐ Internal Zoo Review

Zoo forwards proposal to their research committee or IACUC for internal approval review.

☐ IACUC Documentation (if required)

If IACUC review is required, complete separate IACUC forms in lieu of or in addition to AZA research proposal.

☐ **Approval Documentation Return**

Once approval is received, send signed approval and liability agreement waivers back to Baylor.

☐ **Biomaterial Agreement (if needed)**

If biomaterials agreement is required, email Paul and Kay for additional documentation.

☐ **Proposal Update Schedule**

Note and communicate when your zoo needs updates to the research proposal.

☐ **State Regulatory Approval**

While in approval status, contact your local state authorities for approval. USDA letter is included in proposal and often satisfies state requirements.

Some states may require vaccine registration in addition, so please contact us with relevant contacts to complete this process.

☐ **Approval Confirmation**

Inform Paul/Kay when you have received all necessary approvals:

- Research Approval
- BCM liability agreement
- Biomaterials (if required)
- State approval

☐ **Vaccine Shipping Coordination**

Discuss shipping logistics and schedule with Paul. Generally we ship 3 vaccine vials per elephant at one time.

☐ **Storage Preparation**

Ensure vaccine is placed in -80°C freezer immediately upon receipt.

Important Information

Key Contacts: Kay Ling (Kay.Ling@bcm.edu) will be the primary contact person in the lab for all procedural steps. Paul Ling (pling@bcm.edu) is the primary contact for questions related to the vaccine and it's evaluation. Please copy both of us on all correspondances.

Blood Sample Schedule: All requested blood sample timeframes are detailed in the research proposal.

Special Notes

We love seeing pictures of giving the first dose to elephants! 📸

Reminder: Hands still on steering wheel. We have had great results, but it is due to vigilance

This document can be downloaded and used as a working checklist for your zoo's vaccine approval process.