

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
for
ACQUISITION OF RODENTS FROM NON-APPROVED SOURCES

- 1.0 Purpose:
This procedure provides steps to be taken for the acquisition of rodents from non-approved sources.
- 2.0 Scope:
This procedure applies to the CMLAF import/export manager, veterinary staff and any principal investigator requesting animals from a non-approved source.
- 3.0 Procedure:
- 3.1 Laboratory rodents must be purchased from vendors that have been approved by the CMLAF veterinary staff; e.g., Harlan Sprague Dawley, Inc., Charles River Laboratories, The Jackson Laboratory, Taconic, etc.
- A. Vendor approval is based on vendor health surveillance data generated by either the vendor or commercial diagnostic laboratories.
- 3.2 Occasionally there is a need to obtain and maintain rodents from a “non-approved” commercial vendor or from other sources (e.g. research facilities). In order to protect our pathogen-free colonies from exposure to new pathogens, the following procedures are to be followed: (Please note that, if the investigator requires rodents from a non-approved vendor, he/she has certain responsibilities. The investigator’s cooperation in following these policies is essential. If an investigator does not abide by the policy and animals are either ordered or arrive unexpectedly, they will not be accepted.)
- A. Justification of need and health concerns must be reviewed by the CMLAF veterinarian. The following must be submitted in written form:
1. Investigator must scientifically justify the need, and include the lack of alternative specific-pathogen-free sources to the IACUC. Cost alone should not be considered adequate justification.
 2. The source facility must provide an adequate health history of the specific colony to the CMLAF import/export manager. The name, address and telephone number of the attending veterinarian at the source should also be provided.
 - a. Rodents from U.S. colonies must be demonstrated to be free from known zoonotic pathogens; e.g., Lymphocytic choriomeningitis virus, Haantan virus. Serologic surveillance data sampled within two months of proposed shipment date on the source colony must be presented. The source colony must test negative to the commonly occurring

murine pathogens.

Rats must test negative for: CAR Bacillus, H-I virus, RPV, LCM, Reo, Mycoplasma pulmonis, parvovirus, PVM, SDA and Sendai.

Mice must test negative for: MVM, MHV, Mycoplasma pulmonis, MPV, PVM, Sendai, GD VII, Mad, LCM, CAR, Ectromelia, K virus, polyoma, EDIM and Reo.

Hamsters must test negative for: LCM, PVM, Reovirus, Sendai and SV5.

All rodents must be tested and free of mites and pinworms. Rodents to be housed in the SPF barrier facility must be negative for Helicobacter.

- b. A written statement of the general overall health of the animals from the source veterinarian is required.
 - c. Evaluation of the information will be made by the CMLAF veterinarian. Further testing, acceptance or rejection will be at the discretion of the CMLAF veterinarian.
- B. The following information must be provided to the import/export manager.
1. Number of animals to be shipped
 2. Strain (age, sex, etc.)
 3. Degree of immunosuppression, if any
 4. Housing/care requirements (i.e. SPF/Barrier housed, conventional housing, own room or multi-room, autoclaved, filter top, single housed or group).
 5. State of housing/care at current facility (i.e. if barrier housed, what gowning and cage changing procedures are in place).
- C. The CMLAF veterinarian will approve or reject the shipment based on above information from A and B.
- D. The CMLAF veterinarian will discuss the intended usage of the animals with the investigator to ascertain what precautions, if any, need to be taken. If rodents need to be taken to a laboratory, surgical facility, or other area prior to quarantine where they may possibly contaminate other rodents, protocols would be developed to minimize or preclude inadvertent cross-contamination.
- E. The import/export manager will proceed with importation arrangements. The PI will be contacted and asked to provide the following information:
1. Address where invoice is to be sent.
 2. Account number for animal care or if paying by check. (Payment

procedure memo is sent with the first invoice.)

- F. The purchasing officer must be contacted prior to placing the order. A Special Request Form must be received before the order can be processed.
- G. The PI will be contacted notifying him/her of expected arrival date of the animals by the import/export manager.
- H. On arrival, the animals will be placed in quarantine for 4-6 weeks. Samples will be collected from sentinels exposed to dirty bedding, and tested for murine pathogens listed as above. During quarantine, all personnel must follow guidelines posted on door for entry. Animals may be utilized for research during this time (i.e. breeding) but must NOT leave the quarantine room. Exceptions must be discussed with the CMLAF veterinarian.
- I. The CMLAF vet will notify the facility manager, import/export manager and PI that the animals can be released from quarantine once the test results are received and found to be free of pathogens.