

SOP #: 507.02Title: **SOP -** Importing Rodents from Non-Approved Vendors

Approvals:

Attending Veterinarian

Date:

06/18/181. Purpose

1.1 The intent of this standard operating procedure (SOP) is to describe the procedures for importing rodents from non-approved vendors (uncertain health status) into the Florida International University Animal Care Facility as approved by Florida International University Institutional Animal Care and Use Committee (IACUC)

2. Responsibility

2.1 ACF Personnel

3. Definitions

3.1 ACF - Animal Care Facility

4. Guidelines

4.1 Laboratory rodents must be purchased from vendors that have been approved by the FIU Attending Veterinarian e.g., Envigo, Charles River Laboratories, the Jackson Laboratory, Taconic, etc.

4.2 Vendor approval is based on vendor health surveillance data generated by either the vendor or commercial diagnostic laboratories.

4.3 Occasionally there is a need to obtain and maintain rodents from a "non-approved" commercial vendor or from other sources (e.g. research facilities).

- 4.4 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.
- 4.5 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).
- 4.6 Justification of need and health concerns must be reviewed by the FIU Attending Veterinarian. The following must be submitted in written form:
- 4.6.1 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.
 - 4.6.2 The source facility must provide an adequate health history of the specific colony to the FIU ACF import/export manager. The name, address and telephone number of the attending veterinarian at the source should also be provided.
 - 4.6.3 The following information must be provided to the import/export manager by the use of FIU - Animal Import information request form rev2016.
 - 4.6.3.1 Number of animals to be shipped
 - 4.6.3.2 Strain (age, sex, etc.)
 - 4.6.3.3 Degree of immunosuppression, if any
 - 4.6.3.4 Housing/care requirements (i.e. SPF/Barrier housed, conventional housing, own room or multi-room, autoclaved, filter top, single housed or group).
 - 4.6.3.5 State of housing/care at current facility (i.e. if barrier housed what gowning and cage changing procedures are in place).
 - 4.6.4 The FIU Attending Veterinarian will approve or reject the shipment based on above information.
 - 4.6.5 If the import is approved by the Attending Veterinarian, the import/export manager will proceed with importation arrangements.
 - 4.6.5.1 The PI will be contacted and asked to provide the following information:
 - 4.6.5.1.1 Address where invoice is to be sent.
 - 4.6.5.1.2 Account number for recharge of animal care

4.6.5.1.3 The PI will be contacted notifying him/her of expected arrival date of the animals by the import/export manager.

4.7 We must be notified with the shipment date at least 48 business hours before the planned day of shipment.

4.8 On the day of shipment, we must be notified of the estimated date of arrival and shipment tracking #. Please use Napa Nectar or comparable nutrient packs, not fruit or potatoes.

4.9 The animals must be shipped so that they will arrive here no later than 3 pm during workdays

4.10 Animals cannot be accepted into our facility if these criteria are not met.

4.11 On arrival, the animals will be placed in quarantine. Samples will be collected from sentinels exposed to dirty bedding and tested for pathogens by PCR.

4.12 During quarantine, all personnel must follow guidelines posted on door for entry. Animals may be utilized for research during this time (not breeding) but must NOT leave the quarantine room.

4.13 The Attending Veterinarian 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.

5. References

5.1 N/A

6. Revisions

6.1 Rev 02 (June 2016) – reference to the FIU - Animal Import information request form rev2016