# TTUHSC-EP LARC
# Animal Import Policy and Request Form

**All animals MUST be ordered through the LARC office:**

Any animals arriving at the LARC that are not pre-approved will be reported to the IACUC for non-compliance and animals will be on hold until further notice.

**Approved Vendors:** Health report will still be required at the time the order is placed and before the animals are shipped.

- Charles River
- Envigo
- Jackson Labs
- Taconic

**Non-Approved Animal Vendors**

Animals imported from non-approved vendors (i.e., other universities, overseas vendors, research colonies, etc.) must be screened to prevent introduction of infectious rodent pathogens into the vivarium.

Before the LARC will agree to receive these animals, the LARC Veterinarian must approve the import. For the LARC Veterinarian to make an informed decision, the non-approved originating animal facility must send a copy of one year's worth of health reports to the LARC Veterinarian by email for review. The exporting institution also will be required to provide a description of the colony and husbandry practices at the facility and room of origin.

Testing before arrival may be requested of the originating facility to ensure the animals do not harbor pathogens that the LARC excludes (see below). The investigator is responsible for paying for this testing. The LARC will request the quote from the vendor and will request a FOP from the PI. The LARC will also generate the submission form for the samples and send to the sending institution.

For certain pathogens (i.e., parvo virus, pinworms), the animals may need to be shipped to an approved vendor for rederivation before being accepted into the LARC. The investigator will be responsible for the cost of the rederivation.

Animals shall be separated by gender for shipping by the exporting institution. Pregnant animals or females with un-weaned litters should not be shipped.

**Acclimation Period**

Any animals arriving at the TTUHSC-EP LARC will have an acclimation period of 7 days including the day of arrival. This will allow the animals to acclimate to its new environment. The approval of the LARC Veterinarian will be required for any exceptions.

**Quarantine**

Rodents from sources that are NOT Approved Vendors ***must*** undergo a period of quarantine and testing before being admitted to the LARC. The current period of Incoming Rodent Quarantine for 'clean' animals is 4 weeks. During this interval, the Investigator will still need to pay per diems. If the animals are not 'clean', the Quarantine period will be extended as

needed.

The following pathogens are currently excluded from the LARC:

| **Mice:** | **Rats:** |
|---|---|
| • Mouse Hepatitis Virus<br>• Minute Virus of Mice<br>• NS 1 (generic Parvo)<br>• Mouse Parvo Virus (MPV 1-5)<br>• Mouse Noro Virus<br>• Mouse Encephalomyelitis virus (TMEV/GDVII)<br>• Epizootic Diarrhea of Infant Mice (EDIM)<br>• Sendai virus (SEDN)<br>• *Mycoplasma pulmonis* (MPUL)<br>• Pneumonia virus of mice (PVM)<br>• Reo virus (REO)<br>• Lymphocytic Choriomeningitis Virus (LCMV)<br>• Ectromelia virus (mousepox)<br>• Mouse Adeno Virus (MAV 1& 2)<br>• Polyoma virus (POLY)<br>• Klebsiella (K)<br>• Mouse Cytomegalovirus (MCMV)<br>• Hantaan virus (HTNV)<br>• Prospect Hill virus (PHV)<br>• Lactate Dehydrogenase Elevating virus (LDV)<br>• Mouse Thymic virus (MTV)<br>• CAR Bacillus & Clostridium piliforme (CPIL)<br>• Fur mites<br>• Pinworms<br>• Helicobacter | • Rat Corona Virus/Sialodacryoadenitis Virus (SDAV/RCV)<br>• NS1 – Generic Parvovirus<br>• Rat Parvo Viruses 1 & 2 (RPV 1 &2)<br>• Rat Minute Virus (RMV)<br>• Kilham's Rat Virus (KRV)<br>• Toolan's H-1 virus (H-1)<br>• Rat Theilo Virus (RTV)<br>• *Pneumocystis carinii/wakefieldii* (PCAR)<br>• Sendai virus (SEND)<br>• Pneumonia Virus of Mice (PVM)<br>• *Mycoplasma pulmonis* (MPUL)<br>• Reo virus (REO)<br>• Lymphocytic Choriomeningitis Virus (LCMV)<br>• Mouse adenovirus (MAV 1+2)<br>• Hantaan virus (HTNV)<br>• CAR Bacillus & Clostridium piliforme (CPIL)<br>• Infectious Diarrhea of Infant Rats (IDIR ROTA-B)<br>• Fur mites<br>• Pinworms<br>• Helicobacter<br>• |

**Treating Animals during Quarantine (or ABSL2)**

If any animals test positive for helicobacter or norovirus, the animals MAY be allowed into the quarantine space. Helicobacter is the most common pathogen that is treatable in quarantine. This is accomplished by purchasing a medicated diet. The PI is responsible for the cost of the diet. Helicobacter is treated for approximately 12 weeks with medicated feed. The animals are then re-tested to ensure that they are not infected before being released from quarantine.

Norovirus also may be allowed in quarantine. In this case, the veterinarian will authorize breeding of the colony animals. The pups are moved to foster dams within 24 hours of birth. The investigator will be charged for the cost of the breeder pair/foster dams/pregnant females. The original breeders will

not leave quarantine, as they never clear the virus.

Any animals that test positive for excluded pathogens MUST be either treated, fostered out, or rederived. The **MAXIMUM** time that a colony may remain in quarantine is 6 months unless specifically approved by the LARC Veterinarian and the investigator is actively working to move the colony out of quarantine.

**Investigator Access for Experiments and Breeding during Quarantine**

Investigators are not allowed to perform experiments with animals during quarantine other than to perform identification and tail biopsy. Breeding mice in quarantine is at the discretion of the LARC Veterinarian. Only pair breeding will be allowed.

# TTUHSCEP LARC
# Animal Import Request Form and Policy

## LARC Animal Import Request Form

The LARC routinely assists investigators in the importation of animals from other institutions/vendors. It is important for the PI/Lab to plan ahead since there are numerous steps that have to be completed by both the sending and receiving institutions. The steps for exporting animals are outlined below:

**PI/Lab responsibilities:**

1. Initiate the process and contact the importing institution to determine proper procedures
2. Work with Sponsored Programs to determine MTA needs and follow up as needed
3. Determine type of service needed. If not regular animal transfer, please consult with LARC staff/Veterinarian
4. Coordinate with importing vendor/company on all details of animal transport including:
    a. shipping information
    b. IDs
    c. cages
    d. carrier information
        **Please note that temperature and shipping restrictions may apply. Check with courier.*
    e. preferred date
    f. request quote
        **Please note that seasonal temperature restrictions may apply. Check with courier.*
5. Request health reports and/or health certificate from LARC staff, if needed
6. Submit completed Animal Import Request Form to larcelp@ttuhsc.edu (copy to Veterinarian). Please provide a minimum of 3 business days advance notice. The TTUHSCEP Attending Veterinarian or Delegate must approve all imports before animals may be shipped from another institution into the TTUHSCEP LARC facility.
7. Once the LARC staff approves the Animal Import Request form, it will be returned to the PI/Lab
8. Process Purchase Order
9. Notify LARC employees of the delivery date/time, location, courier information, as well as all relevant delivery details (LARC staff is available M-F 9 am-2 pm).

10. After animals have been exported, follow up with institution/vendor to confirm that transport was successfully executed

**LARC responsibilities:**

1. Verify information on Animal Import Request Form.
2. Attending Veterinarian will verify an MTA has been completely executed.
3. Approve all imports before animals may be shipped from any another institution into the TTUHSCEP LARC facility.
4. Coordinate with PI/Lab to verify all information noted in #9 above.
5. Prepare all supplies (cages, enrichment, etc.) for animal's arrival.
6. Once animals arrive, notify PI/Lab.

I. Animal Origin Information

Date of Request: _____

PI: _____

Protocol #: _____

Appropriate Research Contact: _____

Email: _____

Phone: _____

Facility and room number (current room and previous rooms in which animals are housed:

Are these animals genetically manipulated (transgenic)?: _____ No _____ Yes.

If yes, provide the name/description of the transgenic: _____

MTA Reference #: _____

*Animals shipped:*

**TTUHSCEP LARC**
**Animal Import Request Form and Policy**

Please add any detailed information if special housing arrangements are needed prior to shipment.

| **Species** | **Strain** | **Numbers** | | **ID or Tag # (if applicable)** |
|---|---|---|---|---|
| | | # of Females: | # of Males: | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Updated 3.22.22

**TTUHSCEP LARC**
**Animal Import Request Form and Policy**

II. Animal Destination Information

Destination Address:

_____

Institution/Vendor: _____

PI: _____

Protocol #: _____

Appropriate Research Contact: _____

Email: _____

Phone: _____

Veterinarian: _____

Email: _____

Phone: _____

Courier: _____

I confirm that all guidelines/requirements have been followed:

_____ _____

Principal Investigator Attending Veterinarian or Delegate