Loyola University Chicago
Comparative Medicine Facility

Standard Operating Procedure

SOP Number: 02-18-5013
Service: Research
Operating Section: Administration
Unit: CMF
Title: Importing Rodents from Non-Commercial Sources

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Purpose:
To describe the procedures for importing rodents from non-commercial sources; *Mus musculus* (mice), and *Rattus sp.* (rats) including rederived and newly generated strains.

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Procedure:

1) Submit a Request for Animals form through the Research Channel and include the name of the collaborator and the institution's animal facility contact information. The CMF will obtain the Animal Health Reports for the past year. Rodents originating from non-commercial sources may be imported only under the following circumstances:
   a) If the source institution is able to supply suitable documentation indicating that the animals in question are free from all excluded agents, they may be quarantined in one of the quarantine rooms. The quarantine plan must include appropriate sentinel monitoring and must be approved by the CMF veterinary staff. The investigator will be responsible for the costs associated with the quarantine program.
   b) If the disease status of the source colony is uncertain or the source is known to harbor excluded agents or if practices are deemed below LUC/HSC standards, the animals must be rederived at a commercial vendor prior to entering CMF animal facilities.

2) The Administrative Assistant II/CMF will ensure the information is complete, obtain any additional information, and present the information to the Clinical Veterinarian/CMF and the Veterinary Diagnostic Laboratory Coordinator/CMF.

3) If the Clinica Veterinarian/CMF and the Veterinary Diagnostic Laboratory Coordinator/CMF approve the shipment, notifications will be sent to the shipping institution and to the LUC/HSC PI or designee.

4) The Administrative Assistant II/CMF will work with the collaborating institution to arrange shipment of the animals.

5) Rodents are housed in a quarantine room upon arrival. The animals are set up with a sentinel cage. Upon completion of weekly exposures, for at least 45 days, to soiled bedding from quarantine animals, sentinels are tested for antibodies to excluded agents and tested for pinworms, helicobacter and fur mites.

6) If the animals are negative for all agents at the end of the quarantine period, they will be moved to the assigned barrier housing area.

7) If, during the quarantine, the animals are found to harbor excluded agents, the investigator will need to discuss potential options with the CMF veterinarian. Rederivation
options will be based on the pathogen and genotype of the imported animals and may include treatment, burnout or embryo transfer.

8) Surveillance and isolation procedures will be instituted by CMF based on the identified pathogen.

9) Financial consideration related to this revised edition must be discussed with CMF in order for the PI to have the cost information needed for testing and rederivation.

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APPROVALS

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