Loyola University Chicago
Comparative Medicine Facility

Standard Operating Procedure

SOP Number: **02-18-5013**
Service: **Research**
Operating Section: **Administration**
Unit: **Comparative Medicine Facility (CMF)**
Title: **Importing Rodents from Non-Commercial Sources or Adjunct Facilities of Commercial Vendors**

Purpose:
To describe the procedures for importing rodents from non-commercial sources and from disallowed rooms or adjunct facilities of some commercial vendors; *Mus musculus (*mice*),* and *Rattus sp. (*rats*)* including rederived, resuscitated, and newly generated strains. Since the building and the LUC research culture itself is based on a collaborative design, much space and equipment are shared. This allows more in-depth research, but also opens a door for cross-contamination of bacteria and viruses should they be present. With so many specialized strains and in particular, immunocompromised strains in use, the proceeding measures are taken to protect all of the LUC/HSC animals and the PI's research. Knowing that rederivation is often necessary, researchers are strongly encouraged to build that funding into grant proposals.

Procedure:

1. As soon as possible, for collaborative imports, and prior to starting a rederivation or strain creation submit a Request for Animals form through the Research Channel. Include the name of the collaborator or project representative 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 (or disallowed rooms or adjunct facilities of commercial vendors) 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 health 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 an, approved, commercial vendor prior to entering CMF animal facilities.
   c) All animals from outside institutions (even rederivations) must go through quarantine. Therefore, CMF recommends strain creation and rederivation procedures occur through an approved vendor such as Jackson Laboratories.
   d) Submitting an animal order request is critical to space assignment and animals cannot be accepted without a purchase order number.

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 Clinical 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 when CMF quarantine space is available. Space is limited and a wait time is often necessary, so the CMF strongly recommends strain creation, resuscitation, and rederivation occur through an approved, commercial vendor such as Jackson Laboratories. This allows animals to be received directly into standard, barrier housing at LUC/HSC.

5) Rodents are housed in a quarantine room upon arrival. The animals are set up with a sentinel cage. Upon completion of exposure, for at least 45 days, to soiled bedding from quarantine animals, sentinels are tested for antibodies to excluded agents. Alternatively direct sampling for PCR may be conducted.

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 upon receiving an electronic relocation request from the PI, or designee.

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

OFFICE USE ONLY:

APPROVALS

Responsible Official Signature			**Date** 3/5/2024
QA Signature			**Date** 03/18/2024
Version #6	**Effective Date**	**Supersedes** #5	**Original Date** 3/5/10