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University of Pennsylvania School of Medicine  
Policy and Procedure Manual

**MOUSE TRANSFERS FROM THE CLINICAL RESEARCH BUILDING TRANSGENIC AND CHIMERIC MOUSE FACILITY TO THE JOHN MORGAN BUILDING ANIMAL SERVICES UNIT**

**RESEARCH ADMINISTRATION**  
**Policy Number: RA-ANML-004**  
**Date Approved: October 26, 2006**

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## **I. PURPOSE**

To establish guidelines for the transfer of mice from the Transgenic and Chimeric Mouse Facility (TCMF) located in the barrier facility in the Clinical Research Building (CRB) to the Animal Services Unit (ASU) in the John Morgan Building.

## **II. POLICY STATEMENT**

These procedures serve as the official School of Medicine position for relocating mice from the Transgenic and Chimeric Mouse Facility in the CRB barrier to the ASU in the John Morgan Building, and are intended to supplement Policy Number RA-ANML-003: Rodent Transfers Between Rooms, Suites and Facilities in School of Medicine Vivaria. Guidelines for the transfer of mice between the CRB TCMF and ASU are critical to 1) provide transgenic services to ASU users, and 2) minimize the risk of rodent infectious disease transmission in the School of Medicine rodent housing facilities.

## **III. WHO SHOULD KNOW THIS POLICY?**

- Executive Vice Dean and Chief Scientific Officer
- School of Medicine Animal Research Committee (SOM-ARC)
- ASU Investigators
- Faculty and lab personnel engaged in animal research
- Transgenic and Chimeric Mouse Facility Directors and Staff
- University Laboratory Animal Research (ULAR) Staff
- IACUC Chair

## **IV. POLICY AND PROCEDURES**

### **Guidelines for the Transfer of Mice From the Transgenic and Chimeric Mouse Facility in CRB to the John Morgan Building ASU**

- Individual female mice being transferred from the TCMF to ASU investigators must be tested for evidence of infection/infestation for a select list of rodent viruses/parasites. Serologic tests will be performed to detect exposure to or infection by mouse hepatitis virus, several mouse parvoviruses, Sendai virus, Theiler's mouse encephalitis virus, rotavirus, pneumonia virus of mice, reovirus 3, lymphocytic choriomeningitis virus, and *Mycoplasma pulmonis*. Parasites of

interest are pinworms (microscopic examination of peri-anal tape tests and fecal flotations) and mites (microscopic examination of fur plucks). These tests should be run within two weeks of the planned re-location of the mice from the CRB barrier to the ASU vivarium.

- Prior to embryo transfer, the Transgenic and Chimeric Mouse Facility technical director or designee and the ASU PI will submit a Request to Transfer Animals at the ULAR Web site: <http://www.ular.upenn.edu> to ULAR Diagnostic Services (FAX: 215-746-4146). Both Dr. Richa and the PI must sign off on the single form that addresses protocol number changes and re-locations.
- At the time of embryo transfer, the Transgenic and Chimeric Mouse Facility technical director or designee will contact ULAR Diagnostic Services staff who will perform the required serology and parasitology tests the following day. The cost of testing will be borne by the requesting ASU investigator.
  - **Serology:**  
ULAR Diagnostic Services staff will submit samples for testing to RADIL at the University of Missouri [basic clinical panel] <http://www.radil.missouri.edu/info/index.asp>
  - **Ectoparasite exam:**  
ULAR Diagnostics Services staff will take fur “plucks” from the neck, ear and muzzle areas for microscopic exam. ULAR Diagnostics Services will perform an analysis in-house.
  - **Endoparasite exam:**  
ULAR Diagnostics Services staff or their designee will perform 1) tape tests for *Syphacia* that ULAR Diagnostics will analyze, and 2) Fecal flotations for *Aspiculuris* which they will send to Dr. Tom Nolan in the Penn School of Veterinary Medicine Laboratory of Parasitology for analysis.
- The Transgenic and Chimeric Mouse Facility will isolate the affected mouse/mice in microisolator cages until results are confirmed and ULAR Diagnostic Services approves the transfer.
- When test results have been received and approved by ULAR Diagnostic Services, an e-mail will be sent by ULAR Diagnostic Services to the TCMF technical director and investigator (or their designee) indicating approval.
- If the mice are re-located by investigator staff, they will transport the mice in biosecure containers [shipping crates, not cages]. If more than two cages of mice are to be re-located, they will be transported in filtered shipping crates and the ULAR Export Coordinator will pack and deliver the mice from the TCMF to ASU where the mice will be placed directly into the investigator’s colony. The TCMF e-mails ULAR Diagnostic Services and the PI when the mice are ready for re-location.
- Movement of mice in this fashion will occur without the need for quarantine in the John Morgan Building ASU.

**PLEASE NOTE:** Anyone who enters the TCMF **must** do so first thing in the morning. This facility cannot be entered after entry to another mouse facility/room.

## V. CONTACTS

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<b>Supersedes: NONE-New Policy</b>	<b>APPROVED:</b> _____ Executive Vice Dean and Chief Scientific Officer School of Medicine <span style="float: right;">Date</span>
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