University of Pennsylvania School of Medicine
Policy and Procedure Manual

RELOCATION OF RODENTS BETWEEN ROOMS, SUITES AND FACILITIES IN SCHOOL OF MEDICINE VIVARIA

RESEARCH ADMINISTRATION
Policy Number: RA-ANML-003.2
Date Approved: June 14, 2007

I. PURPOSE

To establish guidelines for the relocation of rodents between rooms, suites and facilities in SOM vivaria.

II. POLICY STATEMENT

A policy for the relocation of rodents between rooms, suites and facilities is essential to decreasing the risk of rodent infectious disease transmission in the School of Medicine rodent housing facilities. This policy serves as the official School of Medicine position for relocating rodents between rooms (including rooms within suites), suites and facilities, and supersedes Policy Number RA-ANML-003.1. This policy is intended to supplement Policy Number RA-ANML-001: Management of MHV-Infected Rooms/Suites in SOM Animal Facilities, and Policy Number RA-ANML-002: Quarantine of Rodents Due to Infectious Disease Outbreak in School of Medicine Animal Facilities.

III. WHO SHOULD KNOW THIS POLICY?

- Dean
- Executive Vice Dean and Chief Scientific Officer
- Associate Dean for Animal Research
- School of Medicine Animal Research Committee (SOM-ARC)
- Faculty and lab personnel engaged in animal research
- University Laboratory Animal Research (ULAR) Staff
- IACUC Chair

IV. POLICY AND PROCEDURES

Rodent Relocation Requirements

The relocation of rodents between rooms, suites and facilities must be approved in advance by ULAR Diagnostic Services.

Rodents must be tested for two species of pinworms ***(Syphacia obvelata* and *Aspiculuris tetraptera)*** before relocation between rooms, suites and facilities within the School of Medicine. Rodents relocating between other facilities on the University of Pennsylvania campus (i.e., Biology, Psychology, SVM, etc.) and/or moving from conventional rooms to barrier rooms must undergo quarantine in Levy (6-8 weeks duration after completion of paperwork), as per ULAR policy.

Procedures

- The investigator (or designee) is responsible for submitting a Request to Relocate Animal(s) Form to ULAR Diagnostic Services. The Request to Relocate Animal(s) Form and instructions may be found on the ULAR website at http://www.ular.upenn.edu, by selecting *Forms and Surveys* on the left navigation bar. When directed to the *Forms and Surveys* page, scroll down and select *Request to Relocate Animal(s) Form,* and follow the instructions. Fax the completed, signed form to ULAR Diagnostic Services (fax: 215-746-4146).

- The investigator (or designee) is responsible for collecting and submitting the two different samples for the pinworm tests in live mice for *Syphacia obvelata* and *Aspiculuris tetraptera.*

- Procedures for collecting samples are:

  Syphacia obvelata
  Press **clear** (not translucent) cellophane tape against the peri-anal region of the mouse (each mouse in a cage must be tested individually). Press the clear tape, sticky side down, onto the clear section of a microscope slide and label clearly with the following information: PI name, Building, Room # and Cage or Mouse number.

  Samples taken for testing of ***Syphacia obvelata*** should be submitted to ULAR Diagnostic Services (Suite 177E, OVQ, 3800 Spruce Street). The ULAR staff will read the tape tests free of charge for quantities of fewer than 15 samples. For sample quantities larger than 15, please notify Dr. Tom Nolan, School of Veterinary Medicine Parasitologist (215-898-7895 or parasit@vet.upenn.edu) who will quote pricing and submission instructions for the larger quantity of samples.

  Aspiculuris tetraptera
  Remove all bedding from each cage to be re-located and replace with 2-3 paper towels. The next morning, the investigator should collect all fecal pellets in each cage (30-50) and place them in a tube clearly labeled with the following information: PI name, Building, Room # and Cage number.

  Samples taken for testing of ***Aspiculuris tetraptera*** should be submitted directly to Dr. Tom Nolan, School of Veterinary Medicine Parasitologist (4034 Ryan,

VHUP, 39th and Spruce) who will read the tests for a minimal charge. Investigators should (a) contact Dr. Nolan for pricing (an account number must be supplied with sample at time of submission), and (b) notify Dr. Nolan in advance if more than 15 samples will be submitted.

- The cost of testing will be borne by the requesting investigator.
- The number of cages and/or tests required will depend on the number of cages to be relocated. *(Cage requirements are listed in the table below.)*
- Results of these tests will be available within 2 business days from the submission of samples by PI staff to ULAR Diagnostic staff and to Dr. Tom Nolan.
- In accordance with ULAR standards, investigators and/or staff who collect samples for pinworm testing should not enter another room, suite or facility after obtaining the samples. Adherence to PPE guidelines (disposable gowns, gloves, mask, hair cover, and shoe covers) is of utmost importance.
- Upon receipt and approval of test results, ULAR Diagnostic Services will send an e-mail to ULAR procurement and to the investigator (or designee) indicating approval of the relocation.
- Investigators must place green acetate film inserts on the cage cards of each cage to be relocated (inserts are available in animal facilities). ULAR procurement will then coordinate the re-location from the source to the destination facility.

Required sample sizes for pinworm tests (*S. obvelata* and *A. tetraptera*)

Number of mice / cages to sample

Number of cages to re-locate	Tape tests (*S. obvelata*)	Fecal collections (*A. tetraptera*) *
1 - 20	each mouse in each cage	each cage
21 - 30	3 mice from each cage	each cage
31 - 40	2 mice from each of 30 cages	30
41 – 50	2 mice from each of 35 cages	35
51 – 90	2 mice from each of 40 cages	40
91 - 100	2 mice from each of 45 cages	45

* pooled from each cage

V. CONTACTS

Executive Vice Dean and Chief Scientific Officer, School of Medicine
Phone: 215.898.2874
Fax: 215.573.7945

Associate Dean for Animal Research, School of Medicine
Phone: 215.898.4286
Fax: 215.573.9050

Director, University Laboratory Animal Resources
Phone: 215.898.2433/4
Fax: 215.573.9999

Chair, Institutional Animal Care and Use Committee
Phone: 215.898.2615
Fax: 215.573.9438

Supersedes: Policy No. RA-ANML-003.1	**APPROVED:** _____ **Executive Vice Dean and Chief Scientific Officer, School of Medicine** **Date** 6-14-07