
University of Pennsylvania School of Medicine
Policy and Procedure Manual

**MOUSE RELOCATIONS BETWEEN ROOMS, SUITES AND VIVARIA IN PERELMAN
SCHOOL OF MEDICINE VIVARIA**

RESEARCH ADMINISTRATION

Policy Number: RA-ANML-003.3

Date Approved: September 6, 2012

I. PURPOSE

This policy serves to establish guidelines for the relocation of mice between rooms, suites and facilities in PSOM vivaria.

II. POLICY STATEMENT

A policy for the movement of mice between rooms, suites and facilities is essential to minimizing the risk of rodent infectious disease transmission in the PSOM vivaria. This policy serves as the official PSOM position for relocating mice between rooms (including rooms within suites), suites and facilities, and supersedes Policy Number RA-ANML-003. 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
- Assistant Dean of Animal Research
- School of Medicine Animal Research Committee (SOM-ARC)
- Faculty and lab personnel engaged in animal research using mice
- University Laboratory Animal Research (ULAR) Staff
- IACUC Chair

IV. POLICY AND PROCEDURES

Mouse Relocation Requirements

Mice must be tested for two species of pinworms (*Syphacia obvelata* and *Aspiculuris tetraptera*) before any relocation, either permanent or temporary, between rooms, suites and facilities within the School of Medicine. Samples for testing must be collected within

two weeks of the anticipated relocation. This applies to barrier-to-barrier, barrier-to-conventional and conventional-to-conventional relocations. As per ULAR policy, mice relocating from conventional rooms to barrier rooms must undergo quarantine in Levy and be documented to be free of pathogens (~ 8 weeks duration after completion of paperwork).

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) or send it electronically to ular-dx@lists.upenn.edu.
- The investigator (or designee) is responsible for collecting and submitting the samples described next for the pinworm tests in live mice for *Syphacia obvelata* and *Aspicularis 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 Dr. Tom Nolan, School of Veterinary Medicine Parasitologist (215-898-7895 or parasit@vet.upenn.edu), Room 4108 Ryan, VHUP. The area of contact with the mouse must be clearly identified via circle on the slide with a marking pen. Please see "Pinworm Testing Updated Guidelines" on the ULAR website under "Forms and Surveys" for pricing information.

Aspicularis tetraptera

Remove all bedding from each cage to be re-located and replace with 2-3 paper towels. The next morning, 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. It is critical that the fecal samples not be comingled with feed or bedding because these materials render the test unreadable. It is also essential that the mice in each cage be returned to cages containing bedding after sample collection.

Samples taken for *Aspiculuris tetraptera* testing should be submitted directly to Dr. Tom Nolan, School of Veterinary Medicine Parasitologist (4108 Ryan, VHUP) who will process the samples and report the results to the submitting investigator. Please be aware that requests for stat testing will incur additional charges. Please see “Pinworm Testing Updated Guidelines” on the ULAR website under “Forms and Surveys” for pricing information.

- Unless otherwise noted, 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 re-located. (*Cage requirements are listed in the table below.*)
- Results of these tests are normally available within 2 business days from the submission of samples by PI staff to Dr. Nolan. Please note that results are reported to the investigator, not to ULAR. It is the responsibility of the investigator to send the results to ULAR by fax or electronically. Samples must be collected within two weeks of the anticipated relocation.
- 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 appropriate ULAR staff 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 the vivaria). ULAR staff will then coordinate the relocation from the source to the destination room, suite, or facility.

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

<u>Number of cages to relocate</u>	<u>Number of mice / cages to sample</u>	
	<u>Tape tests (<i>S. obvelata</i>)</u>	<u>Fecal collections (<i>A. tetraptera</i>) *</u>
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. Request for Exemption

Requests for exceptions to this policy will be considered on a case-by-case basis by the SOMARC in consultation with the Director of ULAR Diagnostics and Executive Vice Dean/Chief Scientific Officer. A request for exemption can be submitted via email to somar@mail.med.upenn.edu. Any approved exemption to this policy will be delivered via email correspondence from the Assistant Dean for Animal Research and Chair of SOM-ARC.

VII. CONTACTS

Executive Vice Dean and Chief Scientific Officer, School of Medicine

Phone: 215.898.2874

Fax: 215.573.7945

Director, University Laboratory Animal Resources

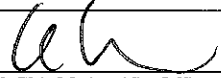
Phone: 215.898.2433/4

Fax: 215.573.9999

Chair, Institutional Animal Care and Use Committee

Phone: 215.898.2615

Fax: 215.573.9438

Supersedes: Policy No. RA-ANML-003.2	APPROVED:  Executive Vice Dean and Chief Scientific Officer, Perelman School of Medicine Date 9-6-12
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