I. PURPOSE

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

II. POLICY STATEMENT

This policy serves as the official School of Medicine position for relocating rodents between rooms (including rooms within suites), suites and facilities, and 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. A policy for the transfer of rodents between rooms, suites and facilities is critical to decreasing the risk of rodent infectious disease transmission in the School of Medicine rodent housing facilities.

III. WHO SHOULD KNOW THIS POLICY?

- Dean
- Vice Dean for Research and Research Training
- 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

Transfer of Rodents
The investigator or designee is responsible for submitting a Request to Transfer Animals at ULAR Web site: http://www.ular.upenn.edu to ULAR Diagnostic Services (FAX: 215-746-4146).

One animal from each cage to be moved must be tested prior to transfer approval. If the mice to be transferred are immunocompromised (i.e., SCID, RAG -/-, etc.), then a contact sentinel animal must be placed in the cage for 3-4 weeks and that sentinel must be tested using the panels designated below.

Tests can be performed either by *Charles River Laboratories [request their tracking panel] or by **RADIL at the University of Missouri [request their basic panel] and must be done within two weeks of the requested transfer date.

The cost of the testing will be borne by the requesting investigator.

The investigator (or designee) must transmit test results to ULAR Diagnostic Services, either by FAX (215-746-4146) or by e-mail (ular-dx@pobox.upenn.edu) when they are available. Alternatively, results can be sent directly from the testing laboratory to ULAR Diagnostic Services.

When test results have been received and approved by ULAR Diagnostic Services, an e-mail will be sent to ULAR procurement and to the investigator (or designee) indicating approval.

ULAR procurement will then immediately facilitate the transfer from the source to the destination facility.

Movement of animals in this fashion will occur without the need for quarantine in the destination facility.

* Submission forms and other information for the Charles River diagnostic lab may be found at http://www.criver.com/srm/diagnostics/index.html

** Similar information for RADIL may be found at http://www.radil.missouri.edu/info/DiagTesting/services/serology.asp
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