

Institutional Animal Care and Use Committee		UNTHSC
Title: Incoming Animals/Quarantine		
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Approved by IACUC Date: October 22, 2024		

A. BACKGROUND INFORMATION

- a. There is an inherent risk of the introduction of bacteria, viruses and/or other pathogens when animals are brought into DLAM (Department of Laboratory Animal Medicine) colonies. This risk can be minimized by purchasing animals from a DLAM approved vendor, and following the procedures outlined in this document. Investigators must have an approved protocol to order animals. The species and strain(s) must be approved for use in the approved application.

B. RESPONSIBILITIES

- a. It is the responsibility of the Principal Investigator (PI) to identify any non-approved vendors on the animal use protocol.
- b. It is the PI’s responsibility to work with the Office of Sponsored Programs for any Material Transfer Agreements (MTA) that may be required for the transfer of animals between institutions.
- c. It is the PI’s responsibility to work with the Office of Research Security and International Compliance (ORSIC) for any animals that will be shipped internationally.
- d. It is the PI’s responsibility to contact the DLAM Animal Shipping Coordinator regarding bringing animals to UNTHSC from a non-approved vendor.
- e. It is the responsibility of the Principal Investigator to order animals only on approved protocols. If a protocol is not approved and the animals must be moved from another institution, the PI must coordinate with DLAM to place the animals on the Holding Protocol.
- f. It is the responsibility of the DLAM Animal Shipping Coordinator to coordinate with the PI and the shipping institution for receiving animals.

C. PROCEDURES

- a. Animals from non-approved sources will be placed in quarantine. The non-approved animal source must be identified in the animal protocol. A list of DLAM approved vendors can be found on the vendors and purchasing page of the DLAM website.
- b. **Approved commercial rodent (Mus and Rattus) vendors:** require no quarantine or testing. They are approved through DLAM and delivered directly into animal rooms: Criteria for approved vendors;
 - i. Documentation of quarterly testing and disease-free rodent status for production colonies for at least two prior years.

- ii. Be a commercial institution with the primary purpose of providing specific pathogen free rodents for research, and have an excellent record for customer service and communication.
- iii. For a complete approved vendor list, contact the DLAM office
- c. **Non-approved source:** Rodents from a non-approved sources must undergo quarantine and testing prior to colony entry.
 - i. PI's must complete the Animal Shipping Record form, found on the DLAM website (see attachment 1), and submit it to the DLAM Animal Shipping Coordinator via email The email address is located on the Animal Shipping Record form. This form must be filled out at least 3 weeks prior to the shipping date. Animal arrival dates are subject to change due to various factors, such as extreme weather conditions (too hot or too cold), delayed email responses, or issues with animal health reports.
 - ii. Preliminary information is needed to facilitate communication between DLAM veterinary staff, administration, and contacts at the institution sending the rodents. Prior to acceptance and quarantine entry, the following information must be submitted to DLAM.
 1. Health reports from the originating institution to include negative serology as well as a negative endo/ecto parasite screen within the last 18 months.
 2. Phone number and email address for veterinarian from the originating institution.
 3. Phone number and email address for the investigator from the originating institution.
 4. Phone number and email address for the shipping coordinator from the originating institution.
 - iii. Animals that have negative PCR reports (including but not limited to internal and external parasites and specific pathogens) will be approved for shipment to UNTHSC. Animals will be placed into quarantine upon arrival for testing prior to being moved into their assigned animal housing room. See section d. below for animals that have positive serological reports.
 - iv. Each of the quarantine rooms are operated on an "all-in-all-out" basis. Animals are tested upon arrival to our facility by DLAM Veterinary staff, and repeated three weeks later. If results are negative, animals can be moved to their assigned animal housing room.
 - v. There are two methods of testing quarantine animals:
 1. Sentinel-Free Soil Bedding Testing.
 2. PCR Testing.
 - vi. If there is a positive report during quarantine:
 1. Results will be evaluated by DLAM veterinary staff and discussed with the PI.
 2. A fecal and bedding sample from each individual cage will be collected and sent for PCR submission.

3. Animals from cages testing positive must be removed from quarantine and will not be allowed entrance into the colony.
- vii. Access to animals during the quarantine period is limited to DLAM personnel, and breeding is not allowed. Exceptions to this policy must be arranged prior to animal arrival.
- d. **Positive serological results from shipping facility:** Animals originating from such facilities may be received only after they have been re-derived off-site. The Attending Veterinarian must approve the facility. Any exception to this must be discussed with the Veterinarian staff.
- e. **International Animals:** Animals acquired from an international source are subject to additional import regulations and require extra steps to ensure compliance. Prior to acquisition, PI's must first reach out to the Research Security and International Compliance office, who will conduct a screening of the source. If no red flags are produced from the screening, then the PI will need to work with the DLAM Animal Shipping Coordinator to acquire the animals. Once the animals are received, records must be maintained in accordance with the Bureau of Industry and Security (BIS) Export Administration Regulations (EAR) (15 CFR Parts 730-774). Specifically, §762.2 (a)(6) requires "records of all transactions subject to the EAR, including the name and address of the shipper, the ultimate consignee, the end-user, the purchaser, and any other party to the transaction." Additionally, §762.2 (a)(8) requires, "records of all export licenses and authorizations issued by BIS, and of all import declarations filed with the U.S. Customs and Border Protection."
- f. **Animals Requiring a Material Transfer Agreement (MTA):** When acquiring an animal from another institution, an MTA is often required prior to arrival. If the animals being acquired comes with an MTA, please be sure to work with the Office of Sponsored Programs to ensure that all requirements are met before receiving the animals. MTAs should be requested using the GRAMS Agreements module.

D. ATTACHMENT

- a. [Animal Shipping Record](#)
- b. [Lab Animal Medicine: Vendors & Purchasing: Approved Lab Animal Vendors](#)
- c. [Bureau of Industry and Security \(BIS\) Export Administration Regulations \(EAR\) 15 CFR §762.2 \(a\)\(6,8\)](#)
- d. [Office of Sponsored Programs: GRAMS Agreements](#)