

NU – IACUC POLICY

Northeastern University Institutional Animal Care and Use Committee

Importation and Exportation of Animals to and from Atypical Sources

Purpose: Properly coordinate transportation of research animals to and from other institutions. This process is designed to prevent the contamination of DLAM animal colonies from animals of unknown or untested sources.

Description:

Northeastern University is responsible for maintaining good working relations within the research community. In our commitment to that, we require all shipments of mice to and from Northeastern University to be coordinated by DLAM. Listed below are the guidelines that will be followed. There are **No** exceptions to the guidelines.

Importation of Animals to NU:

1. Completely fill out an Import form (One may be obtained from the DLAM Office). Be sure all information is filled in and the appropriate contact people are listed. The Veterinarian or proper animal facility person must be listed. The contact person from the sending laboratory will not suffice.
2. After the request has been submitted, the investigator will contact the sending institution to request they send the most recent serology or health reports on the animals. The report cannot be older than 3 months and can be faxed directly to DLAM (617-373-3959). The DLAM Director or Veterinarian will review the reports. If the reports are approved, quarantine will be prepared to receive the animals. Animals that are positive for murine pathogens will not be allowed into the NU facilities
3. If space is available for the quarantine, DLAM will contact the sending institution to arrange for the shipment of the animals and will provide the shipping institution with the appropriate address. Animals shipped to NU without approval from the DLAM Veterinarian or Director will be shipped to Charles River Laboratories in Wilmington, MA for quarantine. This cost will be incurred by the investigator.
4. Quarantine will last for a minimum of 4 weeks and could last up to 6 weeks. All animals received from a atypical (non-approved) vendors must go through a complete quarantine. Quarantining of animals is necessary to maintain the VAF status of the rodent and other colonies. Breakdown or not adhering to these guidelines could be catastrophic to the valuable rodent colonies and research at NU.
 - Animals are bled for serology upon arrival and after 4 weeks.
 - Parasitology for ecto and endo parasites are done the 1st and 4th weeks of receipt.
 - Animals found to be positive for murine pathogens will be treated, re-derived, euthanized (dependant on what animals are infected with). Re-derivation services are available at Charles River Laboratories.
 - Animals are not to be removed from quarantine without permission from the Director.
 - When quarantine is complete, DLAM will remove the animals and place them in the animal colony.
5. Additionally, mice or other animals that are being sent directly to laboratories to be immediately used in experiments must also be approved by DLAM.

Exportation of Animals from NU to Another Institution:

1. Completely fill out an Export form(One may be obtained from the DLAM Office). Be sure all information is filled in and the appropriate contact people are listed. The receiving veterinarian or proper animal facility person must be listed. The contact person from the sending laboratory will not suffice.
2. After the request has been submitted, DLAM will contact the Institutional Veterinarian to send them our most recent serology/helath reports on the animals being sent. Those reports will be sent to the receiving Institutional Veterinarian. Once the Veterinarian has approved the animals to ship to them, arrangements will be made for the shipment.
3. If an investigator wants DLAM to pack and ship their mice, a cost center and fund number must be provided. A \$15 packing fee will charged for each normal sized shipment. Additional charges will include the cost of dividers for shipping boxes, and nutrient/water packs(Napa Nectar) for the mice during shipment.
4. Animals will not be sent without the permission of the receiving institutional veterinarian.
5. Animals will only be shipped on Monday, Tuesday, or Wednesday.
6. Animals will not be shipped if the temperature outside is above 86° F or below 32° F.
7. All mice shipped to the United Kingdom must have the import permits prior to starting this process.

Approved:

DLAM

Northeastern University Division of Laboratory Animal Medicine

REQUEST FOR IMPORTATION OF RODENTS

Please complete and return this form, with a current Protocol Approval Letter, and a copy of the exporting facility's most recent health report (see below), to the DLAM office at 21 Mugar Building, or fax the form to the attention of Sean Sullivan at 617.373.3959. If you have any questions, please contact the DLAM.

Date: _____

Principal Investigator & Department: _____ NU Protocol #: _____

Title: _____ Lab. Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Sending Institutional Information:

Investigator Transferring Animals: _____ Institution: _____

Telephone: _____ Fax: _____ Email: _____

Contact Person at Transferring Institution (Must be facility Veterinarian or Manager): _____

Telephone: _____ Fax: _____ Email: _____

Number/Gender of Animals Being Received: _____

Northeastern University Housing Request:

21 Mugar Room #: _____ Richards Room #: _____ Nightingale Room #: _____

Acute Use (Animals to be sacrificed upon arrival): _____ Room Where Work Done: _____

Signature of Principal Investigator: _____ Date: _____

Signature of DLAM Veterinarian/Director: _____ Date: _____

All incoming animals will undergo a minimum quarantine period of at least four to six weeks. Viral antibody titers and parasitology testing will be performed during this time and will be charged to the investigator.

No procedures (including tail clips or surgical procedures) are allowed to take place while animals are in quarantine.

A health report is required from the exporting institution. The Northeastern University Principal Investigator is responsible for obtaining health report information and submitting to DLAM along with completed Importation Form. Include in this report the following.

- Results for the mouse pathogens (no more than 3 months old): Sendai, PVM, MHV, MPV, Mycoplasma, EDIM,

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Date: _____

Principal Investigator & Department: _____ NU Protocol #: _____

Title: _____ Lab. Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Receiving Institutional Information:

Investigator Receiving Animals: _____ Institution: _____

Telephone: _____ Fax: _____ Email: _____

Contact Person at Receiving Institution (Must be facility Veterinarian or Manager): _____

Telephone: _____ Fax: _____ Email: _____

University Housing:

Number, Sex, Strain of animals to be exported (Cages must be labeled with when & where being exported): _____

Room Where Animals Currently Housed: _____

Shipping Arrangements and Costs Will be Covered by: NU PI: _____ Receiving Institution PI: _____

Budget Number: _____

- The NU Veterinarian will provide a health certificate.
- The Northeastern University Principal Investigator is responsible for packing the animals to be exported
- Animals will not be shipped without permission from the receiving institution's animal facility.

Signature of Principal Investigator: _____ Date: _____

Signature of DLAM Veterinarian/Director: _____ Date: _____