SAN DIEGO STATE UNIVERSITY

IACUC Guidelines

ANIMAL ORDERING OR IMPORTATION – RODENTS

IACUC Approved November 13, 2017

Animals must be housed and used under an SDSU IACUC approved protocol. Animals from an institution that does not have "approved vendor" status, will require quarantine (See *Importing Animals From Another Institution* below). Due to staffing limitations, OLAC is unable to take receipt of animals on Fridays. Reference IACUC Guidelines, "Animal Movements and Transfers/Shipping and Receiving" for more details.

Import From Approved Vendors

Purchase of experimental animals must be coordinated with the Office of Laboratory Animal Care (OLAC). In some cases coordination with OLAC should occur prior to animal ordering (such as when large numbers are ordered or special care is required), to ensure space and staff are available to meet researchers needs. In all cases, OLAC must be provided with the following information when animals are ordered:

- PI name & protocol number
- Vendor's order confirmation
- Strain/Stock name
- Number and Sex of animals
- Location where animals are to be housed
- Anticipated date of arrival
- Any special housing instructions

Approved Commercial Vendors

Approved vendors are reliable commercial sources of experimental animals that have an established history of providing high quality animals that are rigorously tested for excluded pathogens. Approved vendors provide health reports documenting the health status of their animals and promptly notify customers of any health problems that emerge. Approved vendors may provide animals of varying health status. It is the researchers responsibility to check the health status of the animals they are ordering and notify OLAC if they receive information about any health problems. Click the vendor links for more information.

Laboratory rodents from approved vendors can be placed directly into approved animal rooms without quarantine. OLAC maintains animal rooms of varying health status. Contact OLAC if you are unsure where your animals may be housed.

OLAC Approved Vendors:

- Jackson Laboratories
- Envigo
- Charles River Laboratories
- Taconic Biosciences

Importing or Exporting Animals From and To Another Institution

Animal imports from other academic institutions must be approved prior to shipment. Animals arriving from other academic institutions must undergo quarantine at a minimum. In some cases, OLAC in consultation with veterinarians may require additional measures, such as rederivation, prior to import.

Quarantine space is limited; therefore, contact OLAC as soon as possible to allow for processing, and to get a place on the waiting list for available quarantine space, as needed. OLAC will contact the supplier of the animals for health documentation and to coordinate the import when space becomes available.

Investigators should expect that their animals will be in quarantine for a period of at least 6-8 weeks after they arrive. Quarantine access is restricted to OLAC personnel. Requests to use or breed animals while still in quarantine should be made to the OLAC Manager and will be considered on a case-by-case basis.

A Material Transfer Agreement (MTA) will be initiated by the providing institution. This MTA must be fully executed before animals can be received or sent off campus. The requesting PI will be notified when the animal import has been approved and when the animals arrive. Shipping arrangements should be made with the OLAC staff if sending animals off campus.