

# DLAM – IACUC Procedure

Division of Laboratory Animal Medicine

## **Importation and Exportation of Rodents 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 for the past 12 months. The report cannot be older than 3 months and can be faxed (617-373-3959) or emailed directly to The DLAM Director. The DLAM Director and/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 Director or Veterinarian will in most cases be euthanized.
4. Quarantine will last for a minimum of 6-8 weeks. All animals received from atypical (non-approved) vendors must go through a complete quarantine. Quarantining of animals is necessary to maintain the health status of the rodent and other colonies at NU. Breakdown or not adhering to these guidelines could be catastrophic to the valuable rodent colonies and research at NU.
  - 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 DLAM Director.
  - When quarantine is complete, DLAM will notify the PI, remove the animals and place them in the animal colony room agreed upon by the DLAM Director and the PI.
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 85° F or below 45° F.
7. All mice shipped outside the USA must have the import permits prior to starting this process. Due to the labor intensive process of exporting mice outside the USA, a fee will be charged to cover all costs incurred by the DLAM.

**Approved: May 2013**

# DLAM

Northeastern University Division of Laboratory Animal Medicine

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## REQUEST FOR IMPORTATION OF RODENTS

Please complete and return this form and a copy of the exporting facility's most recent health report, 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. If there are any questions, contact Sean Sullivan at 617-373-3955.

### I. GENERAL INFORMATION

- A. Principal Investigator: \_\_\_\_\_ Title: \_\_\_\_\_
- B. Contact person\*:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
phone: \_\_\_\_\_ fax: \_\_\_\_\_ Cell #: \_\_\_\_\_ e-mail: \_\_\_\_\_
- C. Protocol # & Project Title \_\_\_\_\_

\* Contact person is the individual who will be contacted regarding an animal's health or disposition when morbidity requires action. All correspondence from the IACUC will be sent to the PI.

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### II. Sending Institution Information:

- PI Transferring Animals: \_\_\_\_\_ Institution: \_\_\_\_\_
- Contact person: *(Must be facility export Coordinator, or Veterinarian or Manager)*  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell #: \_\_\_\_\_ e-mail: \_\_\_\_\_
- Number/Strain/Gender of Animals Being Received: \_\_\_\_\_

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### III. Proposed Use:

- Euthanasia Upon Receipt  
 Full Quarantine for Housing in DLAM Animal Facilities
- Room Where Euthanasia Will Take Place: \_\_\_\_\_
- Signature of Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_
- Signature of DLAM Veterinarian/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**All incoming animals will undergo a minimum quarantine period of at least 6-8 weeks. Viral antibody titers and parasitology testing will be performed during this time and will be charged to the investigator.**

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

# DLAM

Northeastern University Division of Laboratory Animal Medicine

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## REQUEST FOR EXPORTATION OF RODENTS

Please complete and return this form to the DLAM office at 12 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.

### I. GENERAL INFORMATION

A. Principal Investigator: \_\_\_\_\_ Title: \_\_\_\_\_

B. Contact person\*:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

phone: \_\_\_\_\_ fax: \_\_\_\_\_ Cell #: \_\_\_\_\_ e-mail: \_\_\_\_\_

C. Protocol # & Project Title \_\_\_\_\_

\* Contact person is the individual who will be contacted regarding an animal's health or disposition when morbidity requires action. All correspondence from the IACUC will be sent to the PI.

Number, Sex, Strain of animals to be exported

(Cages must be labeled with when & where being exported): \_\_\_\_\_

Room Where Animals Currently Housed: \_\_\_\_\_

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### II. Receiving Institution Information:

PI Receiving Animals: \_\_\_\_\_ Institution: \_\_\_\_\_

Contact person: *(Must be facility export Coordinator, or Veterinarian or Manager)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell #: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

NU Budget Number: \_\_\_\_\_ World Courier #: \_\_\_\_\_

- The NU Veterinarian will provide a health certificate(if applicable).
- 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.
- A fee will be charged to the PI for all exports outside the USA. See DLAM for details.

Signature of Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of DLAM Veterinarian/Director: \_\_\_\_\_ Date: \_\_\_\_\_

