



Animal Facility SOP 2.2 Rodent Import Procedure

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I. Purpose

This SOP will outline the procedures for importing rodents into BSSC

II. Responsibilities. Investigators are responsible for obtaining IACUC approval for use of imported rodents and requesting initiation of import procedures with the MSU animal facility manager and collaborating investigator. The MSU facility manager requests health information from the source institution, obtains approval for importation from the MSU veterinarian, communicates with the source institution regarding shipping, receives the imported animals, conducts quarantine procedures, and notifies investigators.

III. Procedure

1. The MSU investigator submits an animal import form to the MSU facilities manager and to their collaborating investigator at the source institution. The MSU facilities manager will attempt to obtain the source colony health information, however sometimes obtaining this information can be a source of delays, and you can help by following up with your collaborator at the other institution to make sure the health information has been sent to MSU. Institutions typically require their investigator to initiate an export to you, so keeping in contact with your collaborator at the other institution is vital.
2. The MSU veterinarian reviews the completed form and the incoming health report for compliance with MSU import requirements for rodent health. If the source colony meets MSU health requirements, the veterinarian approves the import and animal shipment into quarantine may proceed.
3. If the colony health information is insufficient or suggests a disease problem, the MSU veterinarian may
 - reject the shipment until the colony is cleaned up
 - require additional testing of the source animals prior to shipment approval
 - approve shipment contingent upon additional testing on arrival at MSU.

4. If the MSU veterinarian approves the shipment with additional lab testing on arrival, you will be responsible for additional lab costs for diagnostic PCR testing and you must provide a budget number. If the animals prove to be infected, they will not be released from quarantine. There may be options to eliminate the infection depending on the organisms involved. Please contact the veterinarian for further options.
5. If the source institution agrees to test cages prior to shipment, the MSU PI may be responsible for charges levied by the source institution, and you must make payment arrangements directly with your collaborator.
6. If none of these options meets your needs, there may be other options available, such as shipment to an outside vendor such as Taconic, Charles River, Jackson or Harlan for rederivation. Please contact the veterinarian for more options.

IV. All rodents from other institutions (other than from certain large US vendors) must be quarantined and tested to ensure that pathogens are not introduced to the rodent colonies. (See SOP 29. Rodent Quarantine Procedures).