

Policies and Procedures

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1. EXTRAMURAL REQUIREMENTS

Prior to ordering animals from a noncommercial vendor, the Principal Investigator must receive written approval from the Attending Veterinarian. Authorization for shipment is based upon successfully meeting Creighton University's health surveillance criteria and is based on the information outlined below. Contact the shipper and have the shipping facility send the information listed below to the Attending Veterinarian. Once the shipment has Veterinary approval, the ARF will make the appropriate arrangement for delivery. Investigators need to be aware that quarantine facilities within the Creighton University ARF are limited, and there may be a delay associated with the receipt of these animals.

2. EXTRAMURAL SHIPPING INSTITUTION CHECKLIST

Once a request has been submitted to ship mice from another institution to Creighton University, the following information should be sent to Creighton University's Attending Veterinarian. It is the responsibility of the Principal Investigator to coordinate receipt of this information.

- A Health Certificate from the shipping institution's Veterinarian. An example of a Health Certificate and information required is attached. Information provided should include a description of the sender's animal facility (barrier or conventional) and the animal housing conditions (standard Microisolator or ventilated rack; is caging/feed/water autoclaved). A description of the health surveillance program is required, detailing the method of sentinel contact, the frequency of testing, and testing profiles performed. In addition, a summary of the health status of the facility over the past 12 months should be provided, identifying any animal health concerns/problems during that time period and the steps taken to treat or contain the pathogen (if applicable).
- A minimum of the past 12-month period of health surveillance reports (sentinel mice) for the facility, including health information on the room from which the animals will be coming.
- Mice must be pinworm negative. A peri-anal tape test must be performed on each mouse that is being sent and results reviewed by the Attending Veterinarian prior to approval of shipment.
- In addition to requiring health surveillance (sentinel data) for the room and facility, a serum profile for each specific mouse, or cage of mice, to be shipped may be required based upon veterinary review of the institution's health surveillance information. The mice will need to be screened for, at a minimum, SEND, PVM, MHV, TMEV, REO, MPUL, MPV, and EDIM. The serology results must be recent, within approximately 30

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days of receipt of the animals, so it is best to hold off taking the blood samples until around two weeks before shipment is anticipated. Alternatively, arrangements may be made, with Veterinary approval, for cage mates of the mice requested to be sent for serology. If sent as extras, serum from the mice will be shipped to RADIL or Charles River Laboratories upon arrival for a serology profile.

- If these animals have been rederived, please include the reason for rederivation and a summary of rederivation procedures.

In addition to the above required health status information, please include information on the immunological status of the strain or line (if known) and/or any animal housing considerations that are above those routinely provided in a conventional facility. Extramural shippers and Principal Investigators need to be aware that quarantine facilities within the Creighton University ARF are limited and, once the shipment has been approved by the Attending Veterinarian, shipment may be placed on a waiting list. The shipper will be given an *estimated date* when a quarantine isolator will be available, and will then be notified when the ARF is ready to receive the shipment.

3. QUARANTINE PROCESS

Upon receipt, animals will be placed in a quarantine isolator in a cage with a sentinel mouse. Mice will be bled for serology at 3 weeks into the quarantine period. At about 7 weeks after receipt, the animal will be sent to a diagnostic laboratory for necropsy, ectoparasites, and serology.

- No animals will be released from quarantine without authorization from the Attending Veterinarian.
- Breeding may be allowed in the quarantine microisolator with the approval of the Attending Veterinarian.

Questions and/or concerns may be addressed by contacting the Creighton University ARF Manager at ARF@creighton.edu.

4. REQUIREMENTS FOR EXTRAMURAL SHIPMENT FOR TISSUE HARVEST

This section of the policy is an exception to the standard policy for the receipt of animals from extramural sources. This applies only to instances where animals will be euthanized and tissue harvested immediately upon arrival, where it is not necessary to maintain the animals in the ARF. This process allows the Principal Investigator to bypass the quarantine period requirement. All other requirements for extramural shipments must be otherwise satisfied.

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1. Upon arrival, the shipping crate will be disinfected with Clidox, as per SOP, and delivered directly to the PI's laboratory.
2. The shipping crate will be opened in a biosafety cabinet. In addition, all animal manipulation will occur in the biosafety cabinet.
3. All laboratory personnel involved in direct contact with the animals and tissues will be gowned as per ARF SOP.
4. Animals will be euthanized in a manner consistent with that specified under the approved IACUC protocol. Carcasses will be double wrapped in plastic bags and placed in the ARF freezer for disposal.
5. The shipping container will be discarded directly into the dumpster located behind Criss II/Criss III by the Principal Investigator or the Principal Investigator's staff.
6. The Biosafety cabinet and all associated laboratory surfaces will be disinfected with a 10% bleach solution and detergent-based cleaning solution.
7. All laboratory personnel involved in animal handling and tissue retrieval will not be allowed access to the ARF for at least 48 hours.
8. No animals shall be present in the laboratory that might be returned to the ARF during the 48 hours (minimum) after receipt of the extramural shipment.

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Example Health Certificate Template

Date:

Shipper: Shipping Institution’s Investigator
Animal Facility contact name
Address, phone, and fax numbers

Consignee: Creighton University Investigator
Creighton University Animal Resource Facility
2500 California Plaza
Omaha, NE 68178

Veterinarian Contact: Attending Veterinarian, Creighton University

Description of animals:

Number	Species	Strain/line	Identification	Sex	Age/DOB	Room #

A request has been submitted to ship mice to your institution from (name of institution or facility). This is a (barrier or conventional) facility. Mice in the facility are housed in (describe housing conditions such as standard Microisolator, ventilated rack, caging autoclaved or not autoclaved) and are provided (food, water, bedding; detailed information such as autoclaved food/water/bedding, acidified water, etc.). Personnel are required to enter the barrier before they enter other conventional rodent facilities on campus (if applicable), and are required to wear (describe PPE requirements, including gown, shoe cover, bonnet, face mask, and gloves, as applicable). Animal procedures are performed (describe cage change, experimental manipulation conditions such as HEPA-filtered laminar flow hoods, work stations, changing stations, biosafety cabinets, etc., or the lack of such equipment). Sentinel animals (describe sentinel program including method of exposure; testing frequency; serology, bacteriology, parasitology, PCR, histopathology profiles performed). Include a statement summarizing the health status of the facility as a whole over the past year (address whether you have had any health concerns elsewhere in your facility, identify problems and steps taken to treat disease (if any), proximity to room where requested animals are housed).

I understand that shipment of the above described animals is contingent upon receipt of Attending Veterinarian approval from Creighton University.

Signature date

The Attending Veterinarian must verify that the information contained above is accurate.