

No./Title: Rodent Imports and Exports	Resp. Office: Research	Effective Date: 05/01/2021
Category: Laboratory Animal Care Unit	Last Review: 4/7/21	Next Review: 04/2024
Contact: LACU Director	☎ 901.448.5656	✉ lacu@uthsc.edu
Related Policies:		

PURPOSE

This Standard Operating Procedure (SOP) describes the procedures to be followed when a Principal Investigator (PI) or their designee requests rodents to be imported from non-approved sources to UTHSC or requests rodents to be exported from UTHSC to another research institution. For a full description of the import/export and quarantine process, along with a list of associated fees, please read the [LACU Import/Export Program](#) description.

BACKGROUND

With regards to the importation of rodents to any area of the UTHSC campus, sources of animals fall into one of three general categories:

- A. Approved supplier – Commercial vendor. This is an animal vendor such as Jackson Labs and Charles River Laboratories from whom we can import animals and place them directly into one of our housing areas upon arrival. These vendors have intensive breeding and health surveillance programs and provide high quality research rodents. Animals from these vendors are considered free of rodent pathogens.
- B. Approved supplier – Non-commercial vendor. This category includes all animals that originate from other research institutions (e.g. from one investigator to another). This category also includes mice that originate from organizations such as the MMRRC and MMHHC. Even though health information is required prior to shipment, these animals are not considered “free” from rodent pathogens and must go through a quarantine period before being housed in a UTHSC vivarium.
- C. Non-approved supplier. This is an animal source from which we will not accept animals under any condition. This is usually due to the health status of the animals.

GUIDELINES

1) Animal Import

Prior to the import of any animals, you must have an approved ACUC protocol which lists your preferred housing location. The strain of rodent you are importing must be listed on your approved protocol.

Many genetically modified animals are considered intellectual property and require a Materials Transfer Agreement (MTA). If receipt of these animals requires an MTA, that must be routed to Research Administration for signature.

A) Animals from an approved commercial vendor:

To order and import rodents from an approved commercial vendor (eg. Jax, Harlan or CRL), simply submit an online animal requisition through ACAP at: <https://uthsc.tera.tennessee.edu/acap/>. You will be notified when your animals arrive and they will be housed in the room specified in your order and outlined in your protocol.

B) Animals from a non-commercial vendor:

1. To request rodents from another research institution, complete a Rodent Import/Export Request Form (<https://www.uthsc.edu/research/documents/protected/lacu/uthsc-animal-import-export-form.pdf>) and send the form to Dr. Tyler Aycock (saycock@uthsc.edu). This form will include information regarding the animals being imported as well as contact information at the originating institution.
2. Place an order in ACAP for the animals to be imported. For “vendor”, choose “Other-Import to UT”. For the housing location, select “Coleman Quarantine 139”.
3. Once the completed request form is received by the shipping coordinator, the originating institution will be contacted and health reports for the animals will be reviewed and a decision made regarding importation by the LACU Import/Export Veterinarian.
4. If import is approved, the shipping coordinator will make arrangements for animal shipment to UTHSC and the animals will be received into quarantine upon arrival.
5. Once animals are cleared for release from quarantine pending negative health test results, LACU will transfer the animals to the housing location specified in the request form.

2) Animal Export

1. To start the export process, complete a Rodent Import/Export Request Form (<https://www.uthsc.edu/research/documents/protected/lacu/uthsc-animal-import-export-form.pdf>) and send the form to Dr. Tyler Aycock (saycock@uthsc.edu). This form will include information regarding the animals being exported, their housing location on campus as well as contact information for the receiving institution.

2. Once the completed request form is received by the shipping coordinator, the receiving institution will be contacted and health reports for the animals will be sent to their shipping coordinator for review.
3. Once LACU receives approval to ship, a mutually agreeable date will be set. Prior to shipment (usually the day before) you must clearly identify/label the boxes containing the animals you want shipped. LACU staff will box the animals into approved rodent shipping containers.
4. The LACU will also arrange a pickup time with the shipping company and complete any necessary paperwork. An email is sent to you and the receiving institution once the animals are picked up.