
1. PURPOSE

This Standard Operating Procedure (SOP) describes the procedures to be taken when a Principal Investigator (PI) or their designate requests rodents to be imported from non-commercial or non-approved sources to the Comparative Medicine & Animal Resources Centre (CMARC) of McGill University or one its affiliated animal facilities.

Non-approved sources are all rodent suppliers other than Charles River Laboratories, including National Cancer Institute, Harlan, Taconic, and the production division of Jackson Labs.

2. RESPONSIBILITY

- 2.1. Principal investigator (PI)
- 2.2. Sending institution's veterinarian
- 2.3. CMARC import coordinator
- 2.4. McGill University veterinarian or designate
- 2.5. CMARC transport coordinator(s)
- 2.6. CMARC facility supervisor(s)

3. MATERIALS

- 3.1. Rodent Import form
- 3.2. Recent health report from sending institution
- 3.3. Mouse Health Information form
- 3.4. Canadian Food Inspection Agency (CFIA) import permit application
- 3.5. Import Confirmation form
- 3.6. Customs documents and waybill from sending institution

4. PROCEDURES

- 4.1. The PI must submit a completed Rodent Import form by email to the import coordinator.
- 4.2. The PI must ensure that the requested animals appear and justified in the Facility Animal Care Committee approved Animal Use Protocol.
- 4.3. The import coordinator will contact the sending institution to obtain a recent (3 months or less) health report and the Mouse Health Information form authorized by the sending institution's veterinarian.
- 4.4. The receiving facility's veterinarian (or their designate) reviews the file and determines whether or not to accept the shipment for quarantine and which tests, if any, will be required.
- 4.5. Import permits are required for animals that are considered infectious or as a biohazard according to CFIA guidelines.
 - 4.5.1. The transport coordinator will verify with the CFIA if an import permit is required and will obtain the required permit if necessary (the import permit application can be downloaded via the CFIA website).
- 4.6. After the file has been reviewed and import permit obtained, space availability is verified by the import coordinator. If there is sufficient space to accommodate the animals, the shipment is authorized.

- 4.7. Authorization for shipment to the sending institution is sent via e-mail and includes the following information:
 - 4.7.1. Shipping address
 - 4.7.2. Courier name and account number
 - 4.7.3. Preferred shipping date
 - 4.7.4. Any additional instructions given by the veterinarian or designate.
- 4.8. All animals arriving at the CMARC or any of its affiliated institutions without prior approval by a veterinarian or their designate will not be accepted. In this case, all animals received will be euthanized on arrival and the PI will be responsible for any and all associated costs.
- 4.9. The import coordinator schedules the required tests and contacts the PI with the following information:
 - 4.9.1. Date of import arrival
 - 4.9.2. Number of animals received per strain
 - 4.9.3. Projected date of testing
 - 4.9.4. Expected date of transfer to requested housing room or facility
- 4.10. Once all tests have been completed and reviewed, the veterinarian (or designate) will proceed with one of the following options depending upon the results for each group of quarantined animals:
 - 4.10.1. Transfer the animals to an animal facility with the corresponding health status
 - 4.10.2. Begin a rederivation process
 - 4.10.3. Hold the animals in quarantine for an extended period, if space is available
 - 4.10.4. Euthanize the animals
- 4.11. The import coordinator will notify the PI of the veterinarian's decision.
- 4.12. The import coordinator will schedule animal transfers to the appropriate facility or make other arrangements according to the veterinarian's decision.

SOP REVISION HISTORY

DATE	PREVIOUS VERSION	NEW VERSION
2017.03.31	4.2. The PI must ensure that the requested animals appear in the Facility Animal Care Committee approved Animal Use Protocol.	4.2. The PI must ensure that the requested animals appear and justified in the Facility Animal Care Committee approved Animal Use Protocol.