McGill

STANDARD OPERATING PROCEDURE #605

RODENT IMPORT

1. PURPOSE

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

Pre-approved sources are the following rodent suppliers: Charles River Laboratories, including National Cancer Institute, Harlan, Taconic, and the production division of Jackson Labs.

2. RESPONSIBILITY

2.1. Principal investigator (PI), veterinarian, veterinary care staff

3. MATERIALS

3.1. Rodent Import form

3.2. Recent health report from sending institution

3.3. Mouse Health Information form

4. PROCEDURES

4.1. The PI must ensure that the requested animal strain(s) appear and are justified in the Facility Animal Care Committee approved Animal Use Protocol.

4.2. The PI submits a completed Rodent Import form.

4.3. Health reports from the previous 18 months and the Mouse Health Information form are requested from the sending institution. Health reports must include recent results, 3 months or less.

4.4. The veterinarian reviews the file and determines the entry requirements. Entry requirements are communicated to the PI.

4.5. Costs associated with importing rodents are to be assumed by the PI. This includes animal charges, shipping, health status testing, rederivation, procedures, etc.

4.6. Space availability is verified. If there is sufficient space to accommodate the animals, the shipment is authorized.

4.7. Authorization for shipment is sent to the sending institution by CMARC and includes the following information:

- 4.7.1. Shipping address
- 4.7.2. Courier name and account number
- 4.7.3. Preferred shipping date

4.8. Animal shipments should not be sent without prior approval by CMARC.

4.9. Upon arrival, animals are examined by the veterinary care staff. The PI is informed of the date of arrival and number of animals received per strain.

4.10. After the adequate acclimation period, tests are completed as per veterinarian's instructions.

4.11. Once all tests have been received and reviewed, the veterinarian will proceed with one of the following options depending upon the results for each group of quarantined animals:

- 4.11.1. Transfer the animals to an animal facility with the corresponding health status.
- 4.11.2. Begin a rederivation process.
- 4.11.3. Hold the animals in quarantine for an extended period, if space is available.
- 4.11.4. Euthanize the animals.

4.12. The PI will be notified of the veterinarian's decision.

4.13. Release from quarantine and animal transfer to the appropriate facility will be coordinated by CMARC.

SOP REVISION HISTORY

DATE	NEW VERSION
2017.03.31	4.2. The PI must ensure that the requested animals appear **and justified** in the Facility Animal Care Committee approved Animal Use Protocol.
2023.08.14	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 **pre**-approved sources to the Comparative Medicine & Animal Resources Centre (CMARC) of McGill University ~~or one its affiliated animal facilities~~. ~~Non~~ **Pre**-approved sources are ~~all~~ **the following** rodent suppliers**:** ~~other than~~ Charles River Laboratories, including National Cancer Institute, Harlan, Taconic, and the production division of Jackson Labs.
2023.08.14	2.1. Principal investigator (PI), ~~CMARC import coordinator,~~ veterinarian, **veterinary care staff** ~~2.2. Sending institution's veterinarian~~ ~~2.4. McGill University veterinarian or designate~~ ~~2.5. CMARC transport coordinator(s)~~ ~~2.6. CMARC facility supervisor(s)~~
2023.08.14	~~3.4. Canadian Food Inspection Agency (CFIA) import permit application~~ ~~3.5. Import Confirmation form~~ ~~3.6. Customs documents and waybill from sending institution~~
2023.08.14	4.1. The PI must ensure that the requested animal **strain(s)** appear and are justified in the Facility Animal Care Committee approved Animal Use Protocol.
2023.08.14	4.2. The PI ~~must~~ submit a completed Rodent Import form ~~by email to the import coordinator~~.
2023.08.14	4.3. ~~The import coordinator will contact the sending institution to obtain a recent (3 months or less)~~ **Health reports from the previous 18 months** and the Mouse Health Information form ~~authorized by~~ **are requested from** the sending institution~~'s veterinarian~~. **Health reports must include recent results, 3 months or less.**
2023.08.14	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~~ **the entry requirements**. **Entry requirements are communicated to the PI.**
2023.08.14	**4.5. Costs associated with importing rodents are to be assumed by the PI. This includes animal charges, shipping, health status testing, rederivation, procedures, etc.**
2023.08.14	~~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).~~
2023.08.14	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.
2023.08.14	4.7. Authorization for shipment is sent to the sending institution ~~via e-mail~~ **by CMARC** and includes the following information:
2023.08.14	~~4.6.4. Any additional instructions given by the veterinarian or designate.~~
2023.08.14	4.8 ~~All animals arriving at the CMARC or any of its affiliated institutions~~ **Animal shipments should not be sent** 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~~ **CMARC**.
2023.08.14	4.9. **Upon arrival, animals are examined by the veterinary care staff.** ~~The import coordinator schedules the required tests and contacts~~ The PI ~~with the following information:~~ **is informed of the** ~~4.9.1.~~ date of ~~import~~ arrival **and** ~~4.9.2.~~ number of animals received per strain.
2023.08.14	~~4.8.3. Projected date of testing~~ ~~4.8.4. Expected date of transfer to requested housing room or facility~~
2023.08.14	**4.10. After the adequate acclimation, tests are completed as per veterinarian's instructions.**
2023.08.14	4.9. Once all tests have been ~~completed~~ **received** and reviewed, the veterinarian ~~(or designate)~~ will proceed with one of the following options depending upon the results for each group of quarantined animals:
2023.08.14	4.13. ~~The import coordinator will schedule~~ **Release from quarantine and** animal transfer~~s~~ to the appropriate facility ~~or make other arrangements according to the veterinarian's decision~~ **will be coordinated by CMARC.**