



# Guidelines for Import/Quarantine of Rodents into The Ohio State University

## I. Steps to follow in obtaining rodents from other than an approved vendor/shipper:

### 1. Paperwork to be completed

- a. Complete pages 1 and 2 on Frm\_101 Animal Requisition (instructions are provided)
- b. A signature is required in block #1, page 1 by the fund manager or the Investigator.
- c. Fax attention To: Animal Transport at 247-6720. All email for this shipment should go to [animaltransport@osu.edu](mailto:animaltransport@osu.edu).
- d. You will be contacted when the form is received for clarification of any issues concerning account, protocol, breeding in quarantine, or housing requested.

### 2. Ordering Process

- a. ULAR will request a health report from the sending institution.
- b. Once information is received, a Veterinarian will review and approve or disapprove the shipment.
- c. Correspondence may be necessary to confirm shipment health status and further testing may be required before the animals are allowed into OSU. Additional testing requirements will be coordinated with the Investigator and sending institution.
- d. Once health status is approved the animal order form will be forwarded to the animal procurement desk.
- e. The Investigator and sending institution will be emailed concerning the approval and the animal order going forward.
- f. Shipping arrangements will be made by the Animal Procurement Specialist who will update the PI as things are arranged.

**NOTE:** The animal order will not be sent forward to purchasing until veterinary approval based upon source health report review is completed.

## II. Once your animals arrive in Quarantine:

You will be notified when your animals arrive. They will be housed in ULAR's Rodent Quarantine Facility (**Polaris**). All mice will be caged as shipped, unless there is a health issue. For more information on seeing or working with your animals please review the paragraphs below.

### 1. Information on facility/husbandry and testing

- a. All mice are maintained in sterile housing utilizing sterile husbandry techniques in a BSL2 cabinet. Mice are placed on a Fenbendazole diet, and tested for murine pathogens as indicated by the previous health report and for the facility they will eventually be housed.
- b. Sentinel mice are associated with quarantine animals by soiled bedding transfer. Sentinels will stay with the quarantine group for 6 weeks and then will be sent to our QA Lab for further testing. Quarantine time is approximately 6-8 weeks. Upon completion of quarantine the Investigator will be notified and the animals will be shipped to their final destination.
- c. The cost of the quarantine testing will be recharged to the investigator directly.

**2. Additional procedures we will do in quarantine for you :** Tech time is charged for tail clipping for PCR, ear notching or tagging for identification and bleeding (once approved by the Veterinarian) @\$34/hour which are charged in 15 minute increments

### **3. Working with your animals in quarantine**

- a. Research projects are not authorized in the quarantine facility.
- b. Procedures that are allowed in quarantine are as follows: tail clipping for PCR, ear notching, tagging or tattooing and breeding.
- c. Breeding is set up by the Investigator only. We will monitor and update the PI on the breeding, pregnancy, pups and wean at no extra.
- d. We allow Investigators to send animals (facility transfer or Commercial animals) out to quarantine for breeding with their groups. But be aware that they will become part of the quarantine group, and if testing results are positive all animals will be considered in the final decisions for treatment.
- e. In addition, space is limited and although we will make every attempt to accommodate investigators needs, we ask that you confirm availability by contacting [animaltransport@osu.edu](mailto:animaltransport@osu.edu) for space prior to sending animals out to set up breeding cages.
- f. Frm\_101 Animal Requisition for Commercial animals and animal transfers from ULAR facilities  
Frm\_105 ULAR Internal Animal Transfer must be faxed to: Quality Assurance Lab at 247-6720. All animals must be transferred via ULAR transport. Please be sure to arrange for the animals to arrive before you are scheduled to come out to set up the breeding.
- g. Access to quarantine is on a case by case basis.
- h. You must have the Polaris facility orientation before being allowed to work with your animals in quarantine. To make arrangements for the orientation please contact us at [animaltransport@osu.edu](mailto:animaltransport@osu.edu). If you are planning a procedure other than breeding we must observe your technique to ensure that all procedures follow IACUC requirements and the outlines in “The Guide for the Care and Use of Laboratory Animals.”
- i. To make it easier to arrange time for working in the facility for procedures that require Veterinary technical assistance please email us for available dates.
- j. After the orientation we ask that you call or email ahead of time before coming out to the facility.
- k. Due to health status (known and unknown) in quarantine and different locations across campus. Staff with MPV positive mice will not be allowed to work in quarantine if they have already entered MPV positive facilities that day.
- l. Investigators should check with the facility Vet where their regular colony is located concerning the health status so they can plan their day accordingly (cleanest to dirtiest)

### **4. Hours of Operation/Location**

- ULAR’s rodent quarantine facility (Polaris) is located at 2001 Polaris Parkway,
- We are open Monday- Friday from 7am to 4pm. Arrangements must be made to work with your animals before closing time. No one is allowed in the building after hours.
- Contact [animaltransport@osu.edu](mailto:animaltransport@osu.edu) if you would like to schedule a time to work with your animals.
- Weekend hours are on a case by case basis

The above steps help to ensure that all rodents at The Ohio State University remain disease free. Since the animal facilities are used by multiple faculty members, we take these precautions to ensure the Universities research programs are not compromised. Your cooperation is appreciated and we look forward to assisting you in obtaining the animals you need to continue your research.