VASDHS Veterinary Medical Unit
Standard Procedure

Animal Transfers

1. General Transfer Requirements

1.1 All animals used for VASDHS research, regardless of source, must be ordered or requested via the OnRAMP Animal Management system

1.2 Stabilization Period

1.2.1 The following are the minimum stabilization periods required for each species for survival procedures. For many procedures, it is recommended that longer stabilization procedures are performed.

1.2.2 Rats and Mice: 2 days

1.2.3 Rabbits and Guinea Pigs: 3 days

1.2.4 Animals that will be used for tissue collection only may be used on the day of delivery.

1.2.5 Large animals transferred from UCSD for survival procedures only; on the day they are transferred they are returned to UCSD by the end of the day.

1.3 The current Institutional Animal Care and Use Committee (IACUC) approved Animal Component of Research Protocol (ACORP) number on the Animal Order Card must be the ACORP for which the animals will be used. Please call the IACUC Administrator for assistance with ACORP numbers.

2. Internal Transfers

2.1 <u>Transfers from one VASDHS PI to another VASDHS PI</u>:

2.1.1 A PI should contact the Animal Care Coordinator to make them aware of the transfer. Strains and stocks available for an internal transfer are limited to those approved in the animal care and use protocol. The nomenclature used must exactly match in both protocols. If the new protocol does not have the transferring strain, a Protocol Modification Form must be submitted and approved prior to the initiation of the internal transfer.

2.1.2 If animals are to be transferred between rooms at the VMU, a quarantine period may be required. This is determined based on current animal room entry order and any current disease outbreaks. Generally, this quarantine is about 2 weeks in length, but is determined on a case-by-case basis.

2.1.3 The receiving PI will order and place new cards on the cage(s) of received animals and deposit the old cage cards (labeled "transferred to A-???" and including the date of transfer) in the "per diem" box to remove these animals/cages from the originating PI's census. This must be completed before the animals can be used in experiments or breeding on the new ACORP.

2.1.4 Five transfers may be granted for each PI every six months without charge. The transfer OUT fee may be recharged for any additional internal transfers to a different PI.

2.2 <u>Internal transfers from one protocol to another for the same PI:</u>

2.2.1 A PI should contact the Animal Care Coordinator to make them aware of the transfer. Strains and stocks are limited to those approved in the animal care and use protocol. The nomenclature used must exactly match in both protocols. If the new protocol does not have the transferring strain, a Protocol Modification Form must be submitted and approved prior to the initiation of the internal transfer.

2.2.2 If animals are to be transferred between rooms at the VMU, a quarantine period may be required. This is determined based on current animal room entry order and any current disease outbreaks. Generally, this quarantine is about 2 weeks in length, but is determined on a case-by-case basis.

2.2.3 The PI must order and place the new cards on the cage(s) of transferred animals and deposit the old cage cards (labeled "transferred to A-???" and including date of transfer) in the "per diem" box to remove these animals/cages from his/her census on the original ACORP. This must be completed before the animals can be used in experiments or breeding on the new ACORP.

2.2.4 Two transfers may be granted for each investigator every six months without charge. The transfer OUT fee may be recharged for any additional internal transfers to a different protocol of same PI.

2.2.5 PI's are responsible for ordering animals on the appropriate protocol for which they will be used. Animal transfers must not be used for this purpose.

3. Incoming External Transfers

3.1 The VASDHS is responsible for the health and welfare of all animals used for research at the VASDHS. Because of this, the Veterinary Medical Officer and Animal Care Coordinator are responsible for ensuring, insofar as is possible, that all animals entering the VMU from non-commercial sources or unapproved vendors are clinically healthy and have no evidence of pathogenic or potentially pathogenic diseases. Therefore, health information is required of all animals entering the VMU, and quarantine is required for animals from most non-vendor sources

3.2 The species and strain of incoming animals must be included in the approved ACORP prior to animal transfer. A modification must be submitted to the IACUC if the animal is a different strain than had been approved in the protocol.

3.3 The Request for an Incoming External Animal Transfer form must be submitted to the OnRAMP system at least 14 days prior to the proposed shipping date.

3.4 The Animal Care Coordinator is the point of contact for all incoming transfer requests

3.5 Quarantine space, if needed, will be reserved when the "Request for Animal Transfer" form is submitted.

3.6 Required health information varies with species and can be based on information on colonies or on individual animals.

Species	General	Serologies or PCR	Parasites	Bacteria
Rats & Mice	Must be SPF. An overall colony and facility history statement from the facility veterinarian that covers the previous year, and a description of the sentinel program at the institute and the outbreak history for the facility in which the animals are housed	The most recent serology test results, which must include at least coronaviruses, parvoviruses Sendai, parvoviruses, PVM, LCM (mice), Ectromelia (mice) and *M. Pulmonis*.	The most recent parasitology test results including pinworms (*Syphacia* species, etc.), other internal parasites, and external parasites.	The most recent test results for pathogenic bacteria.
Hamsters	An overall colony and	The most	The most recent	The most recent test

	facility history statement from the facility veterinarian that covers the previous year and outbreak history for the facility in which the animals are housed.	recent serology test results, including PVM, Sendai, and LCM.	parasitology test results including pinworms (*Syphacia* species, etc.), other internal parasites, and external parasites.	results for pathogenic bacteria.
Guinea Pigs	An overall colony and facility history statement from the facility veterinarian that covers the previous year and outbreak history for the facility in which the animals are housed.	The most recent serology results, including PVM, Sendai, and LCM.	The most recent parasitology test results including internal parasites and external parasites.	The most recent test results for pathogenic bacteria.
Rabbits	Rabbits must be SPF. The supplier's attending veterinarian must prepare a health certificate stating that the animals are clinically healthy at the time of shipment.			

3.7 Process for Incoming External Transfers:

3.7.1 Complete the Incoming External Animal Transfer form in the OnRAMP system

3.7.2 The Animal Care Coordinator will request health information from the originating institution for review by the VMO. Health information required is species dependent.

3.7.3 **Animals cannot be shipped to the VASDHS without approval from the Animal Care Coordinator and/or VMO.**

3.7.4 Animals that are found to have an acceptable health status will be placed in quarantine in order to ensure they had not been infected with pathogens either in transit or just prior to leaving the other institution. For rodents, several methods of testing may be used: 1) PCR testing on stool and fur swabs, plus serology, on incoming animals the first and 3rd week of quarantine; or 2) sentinel animals may be placed (usually contact sentinels but may be dirty bedding sentinels) and processed approximately 12 weeks later and the original individual mice that came in will be tested for MPV; or 3) Pooled samples of PCR testing on stool and fur swabs, plus serology, on incoming animals at arrival and after 4 weeks of quarantine; the method to be used will be determined on a case-by-case basis.

3.7.5 The current quarantine per diem rate will be assessed until animals are moved into a housing room for the appropriate species, strain, or animal health status.

3.7.6 Animals with an unacceptable health status will be handled on a case-by-case basis.

3.7.7 The local VASDHS PI receiving the transfer will be recharged the current Transfer IN fee, as well as all incurred costs associated with the transfer (e.g., health testing, sentinel animals, per diem). Current

VMU Charges are posted in the VMU.

3.8 The Animal Care Coordinator is responsible for

3.8.1 Receiving all forms from local requesting PI;

3.8.2 Obtaining health information and forms from the sending institution;

3.8.3 Confirming and arranging for quarantine space in the VMU;

3.8.4 Notifying the sending institution and local requesting PI of the VMO's decision to approve or deny requested transfers;

3.8.5 Coordinating transportation, including providing the sending institution with carrier account information, if needed;

3.8.6 Providing incoming transfer form and animal order card to notify the VMU Facility Manager of pending incoming shipments;

3.8.7 Receiving animals into quarantine;

3.8.8 Ordering and placing quarantine sentinels, when needed;

3.8.9 Coordinating laboratory testing during quarantine;

3.8.10 Breeding and weaning animals in quarantine (may include removal of tissues for genotyping);

3.8.11 All paperwork associated with the animals in quarantine (breeding, cage cards, fees incurred, etc);

3.8.12 Logging all health and shipping information into OnRAMP system;

3.8.13 Recharging local requesting PI for all fees associated.

4. Outgoing external transfers

4.1 The Animal Care Coordinator is the point of contact for all outgoing animal shipments

4.2 The local VASDHS PI requesting the outgoing transfer is responsible for:

4.2.1 Legibly completing any required animal transfer forms appropriate for the receiving institution in addition to the VASDHS form;

4.2.2 Securing the Material Transfer Agreement prior to shipping animals to another institution

4.3 Lab staff must label the cages with a cage card containing the information, such as DOB, sex, strain, identification number, etc., which will be transferred to the shipping container (see Transportation of Laboratory Animals SP). The "Request for Animal Transfer" form must be submitted via the OnRAMP system at least two weeks prior to the anticipated transfer. The Animal Care Coordinator will contact the receiving institution to determine their shipping requirements

4.4 The receiving institution must have an established program for humane care and use of animals. Evidence that the receiving institution has such a program must be provided prior to animal transfer. Sufficient evidence could include one or more of the following:

4.4.1 Public Health Service Assurance

4.4.2 AAALAC, Int'l. accreditation

4.4.3 Oversight of animal care and use by an internal or external review panel

4.4.4 Documentation that the institution meets local standards of animal care and use

4.4.5 USDA license for covered species

4.5 **Animals will not be shipped until the receiving institution confirms acceptance of the transfer. Animals will not be shipped directly to a laboratory or PI without express approval by the institution's veterinary staff.**

4.6 Animal transfers with UCSD will be handled as described in the Memorandum of Understanding between the VASDHS and UCSD, which includes the steps 4.1-4.3 and 4.5, above.

4.7 The local VASDHS PI requesting the outgoing transfer will be recharged the current Transfer OUT fee (domestic or international) and for all shipping costs. Current VMU Charges are posted in the VMU and/or in the OnRAMP help menu.

4.8 The Animal Care Coordinator is responsible for

4.8.1 Receiving all forms from local requesting PI;

4.8.2 Determining what health information is needed by the receiving institution;

4.8.3 Providing information to other institutions for outgoing shipments of animals and for issuing health certificates and arranging for transportation;

4.8.4 Arranging for a health examination and health certificate on outgoing animals;

4.8.5 Arranging outgoing transfers with the receiving institution's veterinary staff;

4.8.6 Waiting for approval to ship from the receiving institution; use their World Courier (or other preferred shipper) acct #;

4.8.7 Discussing with lab the number of animals that need to go, and if they are to ship as breeding pair or separate sexes and training Lab staff on how to label the cages with a transfer cage card containing all information,.

4.8.8 Arranging with World Courier (or other preferred shipper) for pick up. Note: Monday and Tuesday are the best days to ship. Arrange with VMU husbandry staff to be sure there are enough autoclaved shipping boxes.

4.8.9 On the date of shipment, placing animals in autoclaved shipping boxes with bedding, gel cups, and food sufficient for the length of transfer. Place cage card on outside of box corresponding with the mice in each compartment. Label boxes with all information and attach health certificates, etc. Tape up box and wait for Courier to call that they are here for pick up.

4.8.10 Logging outgoing transfer in OnRAMP

4.8.11 Recharging local requesting PI for all fees associated

5. Reference SPs – the following SPs should be referenced and read as part of the complete animal care program.

5.1 Transportation of Laboratory Animals SP

5.2 Rodent Quarantine SP

6. AUTOMATIC REVIEW DATE

June 2028

7. FOLLOW-UP RESPONSIBILITY

Veterinary Medical Officer

8. APPROVED

June 2025

9. RESCISSION

Version dated June 2022