

OFFICE OF LABORATORY ANIMAL RESOURCES
Animal Import Requests

- 1) All animal procurements/acquisitions from non-commercial or unapproved sources, including farms, are required to go through OLAR.
- 2) A WVU ACUC approved protocol must be in place and this document/form submitted to OLAR before any animal shipments will be approved.
- 3) Any changes that need to be made on the form must be submitted to OLAR in writing for approval.
- 4) All fields of the form must be completely filled out in order to be processed. Put N/A for items that are not applicable.
- 5) Import request forms will be processed in the order in which they are received. Submitting a form does not guarantee quarantine availability. Quarantine space is limited, hence imports may be delayed.
- 6) Submit completed form via email to OLARvetstaff@hsc.wvu.edu or drop it off in OLAR's main office at least 30 days prior to the requested time of import.
- 7) Multiple shipments to the same institution or farm are considered separate transfers and separate forms are required.
- 8) OLAR veterinary staff must receive and approve colony or herd animal health reports before any import is approved.
- 9) **Colony health surveillance reports are mandatory for rodent imports.** Mice/rats imported from non-commercial vendors are quarantined for at least 4 weeks. Quarantine may also occur at an OLAR-approved off site commercial quarantine facility. An extension of the quarantine period and/or additional quarantine testing might be necessary. At the end of the 3rd week of quarantine, blood samples will be taken from each animal for serology testing. Helicobacter PCR testing may also be done. Animal housing location will be based on health status, assuming no serious pathogens are found. **For farm animals**, such as sheep or pigs, an OLAR veterinarian or veterinary technician, may visit the farm of origin and examine the animals for import. Animals not in satisfactory condition for the proposed research, training or teaching may be rejected for import by the veterinary staff. The import of any USDA-covered animal species must be accompanied by a WV health certificate if it originates from WV, or a USDA health certificate signed by a licensed veterinarian if it originates from another state.
- 10) Female contact sentinels may be housed in the same cage with quarantined rodents. Alternatively, sentinels may be housed separately and exposed to dirty bedding from the cages of quarantined animals.
- 11) Food containing an anthelmintic is fed to all rodents during the quarantine period to prophylactically treat for parasites. Farm animals may be treated with anthelmintics as needed during their acclimation/quarantine at WVU.
- 12) Currently, helicobacter and mouse norovirus (MNV) positive animals are accepted at WVU. If these pathogens will influence your study, options are available to clear animals of these pathogens, such as the use of rederivation. Contact OLARvetstaff@hsc.wvu.edu for further information.
- 13) **Breeding or other experimental manipulation of animals in quarantine is NOT allowed, unless specifically approved by the IACUC.** Increased animal numbers by adding progeny increases the potential of infectious agents and the likelihood of cross contamination. If animals will be used for breeding after their release from quarantine, investigators should make sure that they are young enough at the start of quarantine to be used for breeding when they are released from quarantine
- 14) If rodents are used as breeders at the site of origin, they must be separated into female only and male only cages as early as possible at the site of origin before they are shipped to WVU. This will be continued at WVU for the duration of the quarantine period. **Pups born during the quarantine period will be euthanized.** Timed pregnant females will not be accepted from non-commercial or unapproved sources.
- 15) Research personnel are not permitted to have access to animals during quarantine, unless specifically approved by the IACUC.
- 16) **The importing PI is responsible for all charges**, including testing, shipping, per diem, sentinels, special care, etc.
- 17) If animals test positive for pathogens during quarantine, one (or more) of the following courses of action are possible at the discretion of OLAR (depending on the infectious agent(s) involved):
 - a) The entire shipment of animals will be euthanized;
 - b) The quarantine period may be extended with additional testing;
 - c) A treatment plan may be used for bacterial, fungal, parasitic agents, or other pathogens;
 - d) The colony may be rederived.



Office of Laboratory Animal Resources

Animal Import Request Form

(For importing animals from non-commercial or unapproved sources)

Type of Request

- Acute Use:** Animals will go directly to a non-housing area and are euthanized within 12 hours.
- Quarantine:** Animals arrive and are placed into quarantine.

Part 1 Requestor Information

Principal Investigator:	Department:	ACUC protocol Number:
Telephone #:	FAX #:	E-mail Address:

Ordering Person's Information [if different than above (lab contact, facility manager or other)].

Name:	Department:	ACUC protocol Number:
Telephone #:	FAX #:	E-mail Address:

Part 2 Institution from which animals will be obtained

Institution, Company, or Farm Name:			
Collaborating Investigator's name:	Telephone #:	FAX #:	E-mail address:
Other Contact (Lab/Project/Co-investigator etc):	Telephone #:	FAX #:	E-mail address:
Veterinarian's name:	Telephone #:	FAX #:	E-mail address:
Shipping Coordinator:	Telephone #:	FAX #:	E-mail address:
Mailing Address:			
Will this shipment of animals require a Materials Transfer Agreement? _____ Yes _____ No			

ID#:
PI



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Part 3: Description of animals (Attach a separate sheet for each strain that is to be imported)

Form with fields for Species, Strain/genotype, Total number of animals, Immune Status, Special Conditions, Reason for importation, etc.

Do not write in this box, for OLAR use only

Form for OLAR use only with fields for Date Received, Time Received, OLAR Quarantine ID #, Received by, Health report requested, etc.