

REQUEST TO IMPORT MOUSE/RAT TO UBC FACILITIES FROM NON-COMMERCIAL SOURCES

SECTIONS 1 & 2 to be completed by UBC researcher and sent to exporting institution. SECTION 3 to be completed by exporting institution and sent to anca.orders@ubc.ca.

Please complete this form electronically and email to anca.orders@ubc.ca with the UBC principal investigator's name in the subject. Use this form for mouse/rat imports to any UBC destination facility (including alternate use spaces) from a non-commercial source (see UBC ACC
Policy 28 and Guidelines for details). The health status of the exporting institution will determine if animals qualify for direct entry, quarantine and testing, or if alternate procedures are required. Further testing may be required at the expense of the receiving investigator.

SECTION 1: UBC CONTACT INFORMATION

To be completed by UBC researcher					
Date of request:					
UBC principal investigator name:					
Contact person for this request:					
Phone:	Email:				
Protocol #:	Grant # *:				
UBC destination facility:					
Is the destination approved by the UBC ACC for housing this species? ☐ Yes ☐ No ☐ Pending		□ Pending			
Exporting institution name:					
City and country of exporting institution:					
Exporting institution contact person:					
Exporting institution contact Phone:	Email:				
* Note: Freight invoicing for non-commercial animal imports may be delayed. While ACS fees will be billed upon receipt of animals, related freight charges may not appear on your invoice for several months due to freight company invoicing practices.					
SECTION 2: ANIMAL DETAILS To be completed by UBC researcher and sent to exporting institution					
Species:	# of animals:				
Strain:					
Colony name:					
Sex:	Age:				
	Animal origin: ☐ Captive bred ☐ Unknown ☐ Other:				
Animal origin: ☐ Captive bred ☐ Unknown ☐ Other:					
Animal origin: ☐ Captive bred ☐ Unknown ☐ Other:	g the cost?	□ Yes	□ No		



☐ Direct Colony Sampling

SECTION 3: ANIMAL FACILITY INFORMATION To be completed by exporting institution and emailed to anca.orders@ubc.ca. Please include 12 months of facility health reports outlining any outbreaks. **ANIMAL FACILITY HOUSING INFO** Contact phone: **Exporting institution contact person:** (to answer animal health status questions, Veterinarian, import/export coordinator, facility manager) Contact email: Facility type: □ Conventional □ Barrier Total # of rooms in facility: Room # of animal housing: Date of most recent animal shipment to this room: If yes, which room number is this shipment coming from? □ Yes → Are there multiple animal holding rooms within the animal facility? □ No Water **Bedding** Food Caging □ Irradiated ☐ Tap (untreated) □ Autoclaved □ Non-sterile ☐ Open wire □ Autoclaved □ Acidified ☐ Reverse osmosis ☐ Static micro-isolator □ Irradiated □ Autoclaved ☐ Ventilated rack Do you have a □ Yes □ Yes □ Yes Is quarantine used for all incoming Are cages quarantine autoclaved? shipments of animals? □ No □ No □ No room? \square Yes \rightarrow If yes, are they tested before entry? ☐ Yes □ No Are biologicals used in the facility? \square No \rightarrow If no, is biological given to animals in an isolated area? ☐ Yes □ No Is personnel access controlled/restricted ☐ Yes □ No in the vivarium? Who has access to the vivarium? □ Facility staff ☐ Researchers ☐ Other: (Check all that apply) ☐ Gowns over scrubs What clothing or PPE must be worn in the ☐ Scrubs ☐ Masks □ Gloves facility? ☐ Caps ☐ Dedicated footwear/booties □ None **COLONY HEALTH INFO** If you have a document that answers all the questions below, please attach it to this form. If yes, at what point after arrival? □ Yes → Is health monitoring performed on quarantine animals? □ No If no quarantine, how are imports from non-commercial sources processed? What sources can your animals come from? □ Commercial ☐ Non-commercial (collaborator) What is the approximate number of annual animal shipments received at your facility? \square Yes \rightarrow If yes, are they quarantined before return? ☐ Yes □ No Can animals return to the animal facility after leaving? □ No Health testing (check all that apply) □ Sentinels ☐ Sentinel-free soiled bedding

Rev. June 3, 2024 Mouse/Rat Import Request

☐ Exhaust Duct Testing (e.g. Plenum)

Please provide your colony exclusion list and the organisms you accept into your facility/room.

☐ Other:

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SENTINEL HEALTH TESTING QUESTIONS (IF SENTINEL TESTING IS PERFORMED)		
Describe health surveillance program by answering questions below, if applicable.	If dirty bedding is transferred to sentinel cage, then answer questions below.	
Age of Sentinel:	What is the amount of dirty bedding transferred from monitored cages to health surveillance cage?	
Strain of Sentinel:		
☐ Dirty bedding transfer to cage ☐ Mix of dirty bedding transfer and random animals What is the monitored cage to sentinel cage ratio?	Frequency of transfer? (e.g. at each cage change)	
	Is dirty bedding transferred from every cage at each cage change? ☐ Yes ☐ No	
NON-SENTINEL T	ESTING QUESTIONS	
Please describe testing details or attach SOPs/summaries.		
GENERAL HEALTH TESTING QUESTIONS		
Which diagnostic lab performs your health testing?		
List panel/package(s) used for health testing	Frequency of health testing for each panel/package	
	□ Quarterly □ Tri-annually □ Annually □ Other:	
	☐ Quarterly ☐ Tri-annually ☐ Annually ☐ Other:	
	□ Quarterly □ Tri-annually □ Annually □ Other:	
	☐ Quarterly ☐ Tri-annually ☐ Annually ☐ Other:	
Endoparasite testing □ PCR □ Other:	Animals tested:	
Ectoparasite testing	Animals tested:	
List all positives from your exclusion list that have affected the animal facility in the previous 5 years: Additional comments:	What actions were taken?	