

# Request to Import Rodents to University of British Columbia (UBC) Facilities

## Non-commercial source animal request questionnaire

Use this form for imports to ARU, BC Cancer, BRC, CCM, CDM, CFRI, CMMT, ICORD, Jack Bell, MBF, and St. Paul's.

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To begin the process of importing rodents from a non-commercial source to a UBC facility, complete and submit this form. The health status of the exporting institution will determine if animals qualify for quarantine or if rederivation is required. Please complete this questionnaire in its entirety.

### Section 1: Importing requester information – UBC investigator to fill in Section 1 and send to exporting institution

<b>UBC investigator</b> <i>Please print</i>	
Contact person for this request:	Phone number and email:
Importing institution:	
Mice strain:	Number of mice in import:
Age of mice:	Immune status (competent or deficient):

### Section 2: Animal facility information – Exporting institution to fill in Section 2 and email to [anca.orders@ubc.ca](mailto:anca.orders@ubc.ca) along with 12 months of facility health reports outlining any outbreaks.

<b>Facility type</b> <input type="checkbox"/> Conventional <input type="checkbox"/> Barrier		<b>How many rooms are in the facility?</b>	
<b>Are there multiple zones within the animal facility?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, which zone is this shipment coming from?			
<b>Bedding:</b> Type: <input type="checkbox"/> Irradiated <input type="checkbox"/> Autoclaved	<b>Water</b> <input type="checkbox"/> Tap (untreated) <input type="checkbox"/> Acidified <input type="checkbox"/> Chlorinated <input type="checkbox"/> R.O. <input type="checkbox"/> Autoclaved	<b>Food</b> <input type="checkbox"/> Non-sterile <input type="checkbox"/> Irradiated <input type="checkbox"/> Autoclaved	<b>Caging Type:</b> <input type="checkbox"/> Open wire <input type="checkbox"/> Static micro-isolator <input type="checkbox"/> Ventilated rack
<b>Are cages autoclaved?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have a quarantine room?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If so, is it used for all incoming shipments of animals?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How long is the quarantine period for animal shipments?</b>			
<b>Is health monitoring performed on quarantine animals?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, at what time point after arrival?			
<b>If no quarantine, how are imports from non-commercial sources processed?</b>			
<b>What sources can your animals come from?</b>		<input type="checkbox"/> Commercial	<input type="checkbox"/> Non-commercial (collaborator)
<b>What is the approximate number of annual animal shipments received at your facility?</b>			
<b>Can animals come back into the animal facility after they have left?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, are they quarantined before return? <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>Is there a sentinel program in place in your facility?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Describe sentinel program</b> Age Strain  <input type="checkbox"/> Dirty bedding transfer to cage <input type="checkbox"/> Random animals (tested directly) <input type="checkbox"/> Mix of dirty bedding transfer and random animals What is the monitored cage to sentinel cage ratio?	<b>If dirty bedding is transferred to sentinel cage:</b> What is the amount of dirty bedding transferred from monitored cages to sentinel cage?  Frequency of transfer? (e.g. at each cage change)  Is dirty bedding transferred from every cage at each cage change?
<b>Which diagnostic lab performs your health testing?</b>	
<b>Frequency of diagnostic testing</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually	
<b>List which panel/package used and indicate whether it is tri-monthly, semi-annually, annually:</b>	
<b>Endoparasite testing</b> <input type="checkbox"/> Sentinels tested <input type="checkbox"/> Random animals Name test type(s)	
<b>Ectoparasite testing</b> <input type="checkbox"/> Sentinels tested <input type="checkbox"/> Random animals Name test type(s)	
<b>Are biologicals used in the facility?</b> <input type="checkbox"/> Yes If Yes, are they tested before entry? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No If No, is biological given to animals in an isolated area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is personnel access controlled/restricted?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Who has access?</b> <input type="checkbox"/> Facility staff <input type="checkbox"/> Researchers <input type="checkbox"/> Other	
<b>What clothing or PPE must be worn in the facility?</b> <input type="checkbox"/> Scrubs <input type="checkbox"/> Dedicated footwear/booties <input type="checkbox"/> Caps <input type="checkbox"/> Gowns over scrubs <input type="checkbox"/> Masks <input type="checkbox"/> Gloves	
<b>Which room number will these animals come from?</b>	<b>When did the last new shipment of animals enter this room?</b>

<b>List all infectious agents known to you that have affected the animal facility in the previous 5 years.</b>	<b>What action was taken?</b>
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Non-commercial source questionnaire

\* Please attach your facility's health reports for the entire facility for the past year\*