Use of Core Services for Non-Einstein Animal Users Policy

I. Purpose
This policy contains standards for bringing outside animals to Einstein.

II. Scope
This policy applies to all research experiments and programs at Einstein.

III. Policy
Non-Einstein Investigators may request the import of animals from their institution to Albert Einstein College of Medicine (Einstein) for scientific core services (i.e., Behavioral Evaluation, Gruss Magnetic Resonance Research Center, Histotechnology and Comparative Pathology, Positron Emission Tomography (MicroPET), Transgenic and Gene Targeting, etc.) studies.

A. Required Documents

1. Protocol Approval: The protocol for Einstein core services for Non-Einstein Investigators must be approved by the specific core director and/or core protocol review committee before submission to the Einstein IACUC. Non-Einstein Investigators must provide current copies of all relevant Institutional Animal Care and Use Committee (IACUC) - or equivalent committee - protocol(s) approved by their institution. The protocol must include the procedure to be performed at Einstein and any anesthesia, analgesia, and recovery plan. If the project will be a collaboration and not just fee for service, an Einstein animal use protocol is required. The Einstein animal use protocol will be prepared with assistance from Einstein scientific core staff and must be reviewed and approved by Einstein’s IACUC before importation and scheduling of core services. If any animal housing requirements are anticipated, the Einstein veterinary staff will review housing requirements. If animals will be returning to the Non-Einstein Investigator’s animal facility, approval permitting the animals to be away from their housing facility for the duration of the time at Einstein’s core laboratory and return to their housing facility must be provided by the Non-Einstein Investigator’s institution.

2. Health Report: A health report is required for all animals that will be brought to Einstein. The report must reflect the current status of the sending institution's animal colony. Data must be from within the last 4 months. Einstein’s veterinary staff will review the report and approve or reject the animals for shipment. If approved for receipt, the veterinary care staff and Einstein’s core service staff will arrange/coordinate transportation of the animals from the external institution to the core laboratory at Einstein.
B. Transportation/Importation

It is the responsibility of the sending institution/Non-Einstein Investigator to provide animal transport. Transport vehicles must be climate controlled. Rodents must be transported in approved filtered shipping containers.

1. Shipments of animals that will be killed within 12 hours of arrival are imported as described in Appendix 1. Approved studies will be performed in the core facility and animals will be sacrificed at the end of the study (within 12 hours).

2. Animals that will be housed at Einstein for an extended period of time are imported following the policy of Einstein’s Institute for Animal Studies (IAS) for importation and quarantine as described in Appendix 3.

3. Animals that will be temporarily housed within core facilities while undergoing core procedures are imported as described in Appendix 2. Approved studies will be performed in the core laboratory and animals will be temporarily housed in the core as approved by the Einstein IACUC.

4. In all cases a “Request to Import Animals from Another Institution” (Appendix 4) must be filled out.

C. Standard Practices to Minimize Contamination

It is the responsibility of the core staff to prepare the core laboratory and environment to receive the imported animals and minimize any possible cross contaminations between Einstein animals and non-Einstein animals. This will include cleaning and preparing temporary animal housing, imaging or behavioral testing equipment, lab benches, animal anesthesia nose cones, induction boxes and restrainers, and any surfaces that come into contact with the animals during the procedures.

If the rodents are to be housed temporarily, overnight or for a short term in the core, arrangements must be made with the core and approved by Einstein’s IACUC and an Institute for Animal Studies’ veterinarian. The core staff will be responsible for the daily health checks of the animals. Every effort will be made to isolate the non-Einstein animals while they are at the core laboratory. However, there is no complete guarantee that the health status of the non-Einstein animals will be maintained. It is recommended that animals returning to the Non-Einstein Investigator’s institution be quarantined upon arrival.

Once studies in the core are completed the core lab will be cleaned as above and all surfaces coming into contact with the non-Einstein animals will be disinfected as approved by Einstein’s Institute for Animal Studies. No Einstein animals will be allowed into the core facility until the cleanup has been completed. Any carcasses of non-Einstein animals must be disinfected and bagged and sealed prior to disposal.

IV. Definitions

None.
V. **Effective Date**

Effective as of: 20 February 2018.

VI. **Policy Management and Responsibilities**

Einstein's Institutional Animal Care and Use Committee (IACUC) is the Responsible Office under this Policy. The Institutional Official for the IACUC is the Responsible Executive for this policy. The IACUC Chairperson is the Responsible Officer for the management of this policy.

VII. **Approved (or Revised)**

\[\text{Signature} \quad 3/20/2018\]

Institutional Official \hspace{1cm} Date

Appendix 1: Procedure for Animals being Imported from Another Institution for Core Services at Einstein that will be Killed Within 12 Hours of Arrival - "DNU" or Do Not Unpack shipments

All animals arriving from other institutions or commercial vendors that are not on the approved list must undergo additional procedures to ensure that they are not introducing infectious agents that could infect humans or animals, even if they will be killed soon after arrival and will not be housed at Einstein. Below are listed the steps involved in the rodent quarantine applications (domestic institutions):

1. Contact the Director of the Institute for Animal Studies by telephone (718) 839-7135 or e-mail.
2. Obtain a copy of the “Request to Import Animals” form (Appendix 4) from the IAS (Van Etten 460)
3. Submit completed form to Director of the Institute for Animal Studies. Forms may be: left in Director of the Institute for Animal Studies’ mailbox (Van Etten 460), e-mailed, or faxed “Attn. Director of the Institute for Animal Studies” to (718) 862-1886.
4. The Director of the Institute for Animal Studies contacts the source institution and obtains serology and parasitology information regarding the source colony from the Non-Einstein Investigator or from the other Non-Einstein’s veterinarian.
5. Director of the Institute for Animal Studies decides if the animals are suitable for importation and whether it is safe to handle them in the laboratory. If the animals are likely to be infected with exotic agents (not in the US or not at Einstein), you may be required to handle them ONLY in a BSL 2A hood in Ullmann "dirty" quarantine. All animals must arrive to the IAS office; animals may not arrive directly to your laboratory.
6. The shipment is approved. The source institution is faxed our “ready to receive” message and shipping address.
7. Animals arrive and are held in the IAS office and you are called to pick them up.

OR

8. If animals are infected/infested with agents not present in animals at Einstein, the animals arrive, they are placed in the "dirty" quarantine room, and you are allowed to harvest tissues in this room.
Appendix 2: Procedure for Importing Animals from Another Institution for Studies Requiring Short Term Core Facility Housing

All animals arriving from other institutions or commercial vendors that are not on the approved list must undergo additional procedures to ensure that they are not introducing infectious agents that could infect humans or animals, even if they will be killed soon after arrival and will not be housed at Einstein. Below are listed the steps involved in the rodent quarantine applications (domestic institutions):

1. Contact the Director of the Institute for Animal Studies (Director for the Institute of Animal Studies) by telephone (718) 839-7135 or e-mail.
2. Obtain a copy of the “Request to Import Animals” form (Appendix 4) from the IAS (Van Etten 460)
3. Submit completed form to the Director of the Institute for Animal Studies. Forms may be: left in his mailbox in Van Etten 460, may be e-mailed, or may be faxed “Attn. Director of the Institute for Animal Studies” to (718) 862-1886.
4. The Director of the Institute for Animal Studies contacts the source institution and obtains serology and parasitology information regarding the source colony from the PI or from the other veterinarian.
5. The Director of the Institute for Animal Studies decides if the animals are suitable for importation and whether it is safe to handle them in the core laboratory.
6. The shipment is approved. The source institution is faxed our “ready to receive” message and shipping address.
7. Animals arrive and with approval of the Director of the Institute for Animal Studies, cages are placed in plastic bags and are transported by core facility staff directly to the core laboratory.
8. Animals are temporarily housed in the IACUC approved satellite housing of the core laboratory for the approved duration of the studies. An “all in all out” policy will be followed. While non-Einstein animals are being housed no studies requiring back and forth movements of Einstein animals will be permitted. Studies requiring long term serial analysis should carefully consider using IAS quarantine housing. IAS veterinary staff reserves the right to obtain blood and tissue from non-Einstein animals while they are housed or at the end of the study for diagnostic health evaluation.
Appendix 3: Procedure for Importing Animals from Another Institution for Studies Requiring IAS Housing

All animals arriving from other institutions or commercial vendors not on the approved list must undergo an additional quarantine period to ensure that they are not introducing infectious agents that could infect humans or animals. Below are listed the steps involved in the rodent quarantine process (domestic institutions):

1. Contact the Director of the Institute for Animal Studies by telephone (718) 839-7135 or e-mail.
2. Obtain a copy of the “Request to Import Animals” form (Appendix 4) from the IAS (Van Etten 460).
3. Submit completed form to the Director of the Institute for Animal Studies. Forms may be: left in his mailbox in Van Etten 460, may be e-mailed, or may be faxed “Attn. Director of the Institute for Animal Studies” to (718) 862-1886.
4. The Director of the Institute for Animal Studies contacts the source institution and obtains serology and parasitology information regarding the source colony from the PI or from the other veterinarian.
5. The Director of the Institute for Animal Studies decides if the animals will be assigned to Chanin “clean” quarantine (no human or animal pathogens), to the Ullmann “dirty” quarantine (limited animal pathogens), or are not eligible for importation (human pathogens or exotic animal pathogens).
6. If there will be a delay in assignment to a quarantine cubicle, the Director of the Institute for Animal Studies informs the requestor.
7. A cubicle is assigned in quarantine and the source institution is faxed our “ready to receive” message and shipping address.
8. Animals arrive, are unpacked, and the requestor is informed of their arrival.
9. “Index” (imported) animals are tested for internal and external parasites.

For Mice:

1. “Sentinel” mice (young, female, “clean” white outbred mice) are ordered, arrive, and are added to the cages of index mice. Sentinels are removed after 1 week, are held 2 more weeks to allow time for antibody levels to rise.
2. Requestor may set up breeding pairs from index mice. Additional breeding partners may be ordered to arrive from approved vendors.
3. Sentinel mice are bled and serum is tested for antibodies against all major zoonosis of mice and murine pathogens. Sentinels are tested for internal and external parasites.
4. Index mice are again tested for internal and external parasites.
5. When final test results are found to be satisfactory, mice are released from quarantine and are moved from quarantine to the appropriate animal room by staff of the IAS.
6. This process takes 6-8 weeks after the arrival of the mice at Einstein.
Appendix 4: Einstein/Institute for Animal Studies Request to Import Animals from Another Institution

Please supply the information below to permit us to better serve your needs:

Principal Investigator:  
Voice Phone:  Email:  

Contact Person (if different):  
Voice Phone:  Email:  

IACUC Protocol Number:  

Source Institution:  
Source Investigator:  Phone Number:  
E-mail:  Fax:  
Source Contact (if different):  Phone Number:  
E-mail:  Fax:  
Source Veterinarian (if known):  Phone Number:  
E-mail:  Fax:  

How many animals will you be importing? Species:  
mouse  rat  other (specify):  

Genetic background: Name of transgene or knock-out (if any):  

Are these animals immunocompetent?  
yes  no  unknown  

What is the intended fate of these animals?  
Used up immediately on arrival (within 12 hours)  
Used up during quarantine (within 8 weeks)  
Moved to regular housing after quarantine*  
Temporarily housed in a core service facility  
Which Core Facility? (Specify)  

*Where do you expect to house these animals after they are released from quarantine?  

Chanin room:  
Ullmann room:  
Kennedy room:  
Price room:  

Because ante-mortem diagnosis is inefficient and many rodents are infested with either pinworms or fur mites, we will be treating these animals with fenbendazole in the feed and dichlorvos-impregnated pellets in the bedding. These drugs are extremely safe and we do not expect any complications. Do you have any reason to expect toxicity to fenbendazole or dichlorvos in the animals you plan to import?  

no  yes  

If yes, why?  

Quarantine takes 6-8 weeks to complete. When would you like the animals to arrive?  

Do your animals have any special housing needs?  

How will your animals travel to Einstein? Common Carrier (BAX, Emory, etc.)  
I or my staff will personally transport them  

Space will be assigned based on availability on a first-come, first-served basis according to the date the completed form is received. Please place the completed form in Director of the Institute for Animal Studies' mailbox in Van Etten 460, fax “ATTN: Director of the Institute for Animal Studies” to (718) 862-1886, or email.