



STANFORD UNIVERSITY SCHOOL OF MEDICINE

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FREQUENTLY ASKED QUESTIONS: Sending Animals from Stanford to Another Institution

1) I need to transfer rodents to another institution. Does the Veterinary Service Center (VSC) assist with this type of transfer?

Yes, we actively assist research groups in responding to outside requests for their strains and help with dozens of such shipments each year. In fact, University policy makes it a requirement that all transfers of vertebrate animals MUST be coordinated by the VSC.

2) Do I need approval by the A-PLAC or the Office of Technology Licensing in order to transfer mice?

In most cases, specific A-PLAC approval is not required. The majority of rodent transfers involve sending small numbers of animals to fulfill the commonly recognized requirement of making research materials available to other scientists upon request. However, there are a few situations for which previous A-PLAC approval would be needed. One example would be if animals have been manipulated at Stanford (e.g., been used for surgery or raised on a special diet) and are being sent to a collaborator's lab at another institution for experimental use as part of the same joint project (e.g., special imaging or other analysis). Other situations requiring protocol approval would be if Stanford personnel were planning on traveling to the other institution and actively performing work on the live animals there, or if Stanford funds were to be used to support the care or use of animals at the receiving institution.

Even if protocol approval by the A-PLAC is not required, it may be advisable to have a Material Transfer Agreement (MTA) in place when unique and potentially valuable animals created at Stanford are being transferred. Research labs intending to send animals should contact Industrial Contracts at the Office of Technology Licensing to discuss using an MTA. See <http://www.stanford.edu/group/ICO/agmts/index.htm> for further information.

Exportation of live animals outside the United States for the purposes of fundamental research (as defined by the export control regulations) requires documentation that an express determination was made that no export license was needed. Researchers exporting animals outside the U.S. will need to complete a "Justification for Use of Export Control License Exclusion or Exemption" form, available from the VSC office, which will be forwarded to the Dean of Research. For more information about export controls, see: http://www.stanford.edu/dept/DoR/exp_controls/.

3) How do I set up a transfer?

To initiate an animal transfer to another institution, please fill out an SU-45 form. This is the same multi-copy form which is used for incoming animal orders and is available via the campus-wide supply purchase agreement (see your departmental administrator). Prove the name of the principal investigator, protocol number, account number, and contact information in the spaces at the top of the form. If you have arranged to have the receiving institution pay for shipping, this should also be indicated on the form. The location of the room(s) that the animals have been maintained in should also be provided. On the lines below the top portion of the form, include the strain designation, number of animals to be shipped, the specific rack location within the room, name of the institution which will receive the animals, and the name and phone number (fax # also, if available) of the contact(s) on that end. We generally need to deal with two individuals: 1) a contact in the lab that has requested the strain and 2) a contact within that institution's veterinary or animal husbandry group who will be in a position to approve the import and

coordinate shipment on that end. If you can only provide a lab contact, we can follow up with that individual to get the other information. Turn in the form at the administrative office in RAF (you can retain the pink copy for your own reference) and our VSC animal procurement group will process your request.

Web users note: the online version of the SU-45 form available on the DCM website is NOT configured for outgoing transfers. Please continue to use the hardcopy form for these special orders.

At the time that the form is turned in, you should be provided with color-coded cage marking stickers. Please write the requisition number (from the SU-45 form) and the name of the receiving institution on the stickers and place one conspicuously on each cage to be transferred.

4) I'll be visiting the outside lab that wants the animals. Can't I just bring the mice along with me?

Transfer of animals from one institution to another must be very carefully coordinated for legal reasons and to minimize the potential transfer of disease. Disease outbreaks have been linked to "unofficial" transfers in cases where animals were hand-carried into facilities without proper shipment and quarantine. In other cases, environmental conditions during the transport have had negative impact on the animals. The VSC will contract with reputable intermediate handlers that are familiar with the needs of live animals. To simplify transfer and minimize expenses, there are mechanisms for direct transfer of animal to some nearby institutions (e.g., the PAVA and UCSF) rather than using intermediate shippers, but this is performed by trained personnel in appropriate vehicles.

5) Who is responsible for the transfer of health status information, the negotiation of shipping dates, the actual task of packing the animals for shipment?

The animal procurement group in the VSC will handle the arrangements, and the animal husbandry group will pack up the animals. The contact person in the lab that initiated the transfer is often involved in the process, but official agreement to ship MUST come from the VSC.

6) How can I find out the status of an animal transfer request?

DeAnna Robinson coordinates all outgoing shipments. She can be reached by phone (723-4009 or 723-3876) or e-mail (dandreotti@stanford.edu).

7) How long does it take for arrangements to be finalized and the animals to be shipped?

In most cases, the proper contacts can be made and the arrangements finalized for shipping within 1-3 weeks of a transfer request. However, there are a number of steps that might result in delays that are out of our control, such as weather conditions that interfere with shipping, difficulty in contacting the proper individuals at the other institution (or in getting them to respond in a timely fashion), and/or special requests by the receiving institution for additional testing or preshipping treatment. Persons attempting to transfer rodents should be aware that even if someone from the lab on the other end states that "everything is OK for shipment", the VSC will not initiate the transfer until the individual with appropriate authority at that institution has given full approval in writing.

8) The veterinary group at the institution I'm trying to ship to has stated that the animals need more testing before they will approve shipment, and that they might not be "clean" enough for their facility. Why didn't the veterinary group here tell me the mice had a problem?

Each institution makes a decision to determine which infectious agents they consider a significant risk to the rodent colonies. Although all rodents in our centralized facilities are considered to be high quality and are free of the major pathogens known to jeopardize research colonies, there are some agents present here that other facilities have opted to exclude, such as *Pasteurella pneumotropica* and *Helicobacter spp.* The VSC will assist in obtaining additional health surveillance information when a reasonable request has been made, and can help identify options for dealing with issues that arise.

Further questions about transfer requests can be direct to DeAnna Robinson (723-4009) or Reese Zasio (725-3882). Questions about animal health status can be directed to Dr. Manuel A. Garcia (498-4773).