

University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure

Title: **Guideline for Transfer of Mice or Rats to the SAIF Housing Facilities**

SOP Number: 4.03 Revision Number: 2

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Approval: _____
Co-Director Co-Director

NOTE: Although SAIF strongly encourages all PIs to direct ship their research animals from an approved vendor to SAIF housing facilities all for longitudinal studies, it is permissible to transfer animals from an existing ULAR holding facility to SAIF housing.

- I. **Purpose:** To provide the guidelines for transfer of mice or rats to the SAIF housing facilities (John Morgan B100 and Smilow TRC-1) for longitudinal imaging studies at the Small Animal Imaging Facility (SAIF).
- II. **Responsibilities and Scope:**
 - a. All researchers who are involved in animal imaging studies at the SAIF are responsible for reading and following this SOP.
 - b. All animal husbandry for SAIF housing areas, except in the radioactive satellite housing facility (John Morgan B96H) are done by ULAR technologists.
- III. **Definitions:**
 - A. **Longitudinal imaging** refers to animals on whom: a) more than one imaging procedure will be performed; *and* b) the imaging procedures will take place on more than one day.
- IV. **Procedures:**
 - A. Transferring animals to housing facilities within the Small Animal Imaging Facility:
 1. Investigators wishing to transfer mice or rats to either of the SAIF housing facilities (JMB100 or SCTR1) **must** first obtain IACUC approval for the protocol under which imaging will be performed.
 2. Investigators must receive approval from ULAR (Abigail Smith, email: abigail4@pobox.upenn.edu) for the proposed transfer of animals that will be based upon serum testing for infectious agents.
 - A. Investigators wishing to transfer mice must follow ULAR policies.
 - a. Bleed one mouse per cage for serological testing.
 - b. Submit a completed ULAR Request for Animal Relocation Form to ULAR Diagnostic Services (Attn: Abigail Smith)
 - c. Submit serological testing results to Abigail Smith.
 - d. After ULAR has cleared the animals for transfer, complete the AOS form for longitudinal housing in SAIF as outlined below and attach the approved ULAR Animal Relocation Form.
 3. **After** receiving approval from IACUC and from ULAR, investigators must then apply to the Animal Oversight Subcommittee of the SAIF.

4. Investigators **must** obtain written approval from the Animal Subcommittee of the SAIF **prior** to the movement of any animals.
5. Only mice that are scheduled to undergo longitudinal studies that involve imaging by the SAIF will be permitted in the SAIF holding area.
6. Animals housed in the SAIF holding area cannot be bred without written permission from the Animal Oversight Subcommittee (AOS).
7. Animals housed in the SAIF holding area will be permitted to travel to other areas of SAIF for imaging, or other areas for study related activities as designated in their approved SAIF Research Application, and to return to their assigned SAIF holding area for future imaging studies. Animals that travel to non-approved areas, including the investigator's laboratory, will not be permitted to return to the SAIF holding area. Under unusual circumstances, additional sites proposed by the Principal Investigator will be considered for explicit approval by ULAR and the AOS.
8. Animals housed in the SAIF holding area cannot, under any circumstances, return to a ULAR animal facility without written permission from ULAR.

B. Direct shipment of animals to the SAIF longitudinal housing area

1. PI, or designee, must place their order for animals through the ULAR POLARIS system.
2. Complete the Animal Ordering Request (AOS) Form for Housing in SAIF as outlined below.
3. Once the AOS request for housing has been approved, ULAR and the Investigator will be informed by AOS. ULAR will place the animals in the appropriate SAIF housing location indicated on the approved AOS form.

C. Completing the Animal Ordering Request (AOS) Form for Housing in SAIF

1. Log onto the BioPath website.
<https://somapps.med.upenn.edu/pbr/portal/>
2. Under Other Resource Laboratories using this system
Select: Small Animal Imaging Facility (SAIF)
3. Under Services Select: Request Services
4. From the drop down menu Select: your SAIF application #
5. Select: Animal Ordering Request (AOS)
6. Complete the AOS form and submit for approval
7. Once the AOS request for housing has been approved, ULAR and the Investigator will be informed by AOS. When the animals arrive, ULAR will place them in the appropriate SAIF housing location based on the approved AOS form.

D. Approval granted by the AOS will be for a specific number of cages and a specific number of animals. Investigators may not increase the number of cages in the location which their animals are housed without approval from the AOS.

E. Approval granted by the AOS will be for a specific time period. Investigators will not be permitted to maintain their animals after the proposed termination of their

experiment without approval by the AOS. Investigators will not be permitted to maintain their animals after the termination of their IACUC protocol.

- F. All researchers must follow the SOP concerning the transporting and moving of animals for imaging studies (refer to "SAIF-SOP #4.01").
- G. After each imaging study has been performed, all live animals must be euthanatized, transported to the previously assigned holding facility, or transported to the radioactive animal imaging holding area (John Morgan B96H), depending on the requirements of the individual protocol.
- H. While animals are in the radioactive imaging holding area (JMB96H) **their care is the responsibility of the principal investigator, not ULAR**. Investigators must check on any animals in these rooms at least once per day, or as frequently as indicated by their health status.
- I. All animals in the main holding area will be cared for by ULAR staff, with responsibilities of investigators being the same as all ULAR animal housing facilities.

V. Personal Protective Equipment:

- A. Researchers who plan to use the SAIF animal imaging holding areas for their animal studies must wear protective clothing as posted at each housing location (ex., gown, gloves, mask, shoe covers, and bouffant cap).
- B. Prior to opening the animal cages, protective clothing must be worn in the animal imaging holding areas. Protective clothing will be located just outside the imaging holding area.

VI. Safety Considerations:

Reminder: drinking, eating and open-toe shoes are not allowed under any circumstances in the animal imaging holding areas.

VII. References:

- A. Guideline #16 (6/23/99): Penn-IACUC Guideline for Transportation of Laboratory Animals- Philadelphia Campus
- B. SOP # 4.01 Transporting Laboratory Animals for Imaging Studies at the Small Animal Imaging Facility

VIII. Attachments

None

IX. Document History:

X. Version

XI. Number Effective Date Author Reason

1 September 8, 2005 L. Chodosh & I. Lee New

2 November 10, 2005 L. Chodosh & I. Lee Revised

3 December 8, 2005 L. Chodosh & I. Lee Revised