Title: Guideline for Transfer of Mice to the 5th Richards Animal Imaging Holding Areas

I. Purpose: The purpose is to provide the guideline for the transfer of mice to the 5th Richards animal imaging holding area for the imaging studies at the Small Animal Imaging Facility (SAIF).

II. Responsibilities and Scope: All researchers who are involved in animal imaging studies at the SAIF are responsible for reading and following this SOP.

III. Definitions: 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. Mouse imaging holding area (room #509) at the 5th Richards:

1. Investigators wishing to transfer mice to the 5th Richards mouse imaging holding area (room #509) must first obtain IACUC approval for the protocol under which imaging will be performed, as well as 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.

2. After receiving approval from IACUC and from ULAR, investigators must then apply to the Animal Oversight Subcommittee of the SAIF (details for the application are given below).

3. Investigators must obtain written approval from the Animal Subcommittee of the SAIF prior to the movement of any animals.
4. Only mice that are scheduled to undergo longitudinal studies that involve imaging by the SAIF will be permitted in the 5th Richards mouse holding area.

5. Mice housed in the 5th Richards mouse holding area cannot be bred without written permission from the Animal Oversight Subcommittee (AOS).

6. Mice housed in the 5th Richards mouse holding area will be permitted to travel to the designated imaging areas of the SAIF (#511 Richards, Founders Basement, #437A & #440 CRB, and #343 Stemmler) and to return to the 5th Richards mouse imaging holding area for future imaging studies. Mice that travel to non-designated areas, including the investigator’s laboratory, will not be permitted to return to the 5th Richards mouse holding area. Under unusual circumstances, additional sites proposed by the Principal Investigator will be considered for explicit approval by ULAR and the AOS.

7. Mice housed in the 5th Richards mouse holding area cannot, under any circumstances, return to a ULAR animal facility without written permission from ULAR.

8. Investigators wishing to transfer mice must:
   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) @ 215-746-4146.
   c. Submit serological testing results to Abigail Smith.
   d. If the animals will be transferred to a different protocol for imaging studies, a Protocol Transfer Form is required.
   e. Email (chodosh@mail.med.upenn.edu) or hand-deliver (6 copies) the following forms to the Animal Oversight Subcommittee (AOS) of the SAIF: send a copy of “Application Form for Holding of Animals in #509 Richards for Longitudinal Imaging Studies”, along with 1) a copy of the ULAR Request for Animal Relocation Form; 2) a copy of the approval letter from ULAR for animal transfer; 3) a completed SAIF Imaging Application; 4) a copy of the approved protocol under which imaging studies will be performed; and 5) a copy of the IACUC approval letter for that protocol. Investigators should include in the cover email the number of cages and the number of mice being transferred, the protocol under which imaging will be performed, and the date through which housing is being requested in the 5th Richards facility.
   f. The SAIF Request to House Animals will contain the following information:
      i. PI name
      ii. Number of cages of animals to be transferred, including the number and gender of animals in each cage, and identification information (e.g. tag numbers), if present.
iii. Number of cages in which the transferred animals will be housed in the 5th Richards mouse imaging holding area.
iv. Imaging studies to be performed.
v. Protocol under which imaging studies will be performed.
vi. Names of laboratory members who will be performing imaging studies.
vii. Location from which mice are to be transferred.
viii. The date through which housing is being requested (please note that this must be consistent with the approved protocol).
ix. Proposed date of transfer, method of transfer (e.g. packaging), and personnel performing transfer (e.g. by ULAR or by PI's laboratory personnel. If the latter, please specify personnel).
g. Once AOS approval is granted, IACUC will be informed by AOS of the investigator, protocol, and imaging studies that have been approved.

9. Once written approval for transfer and housing has been received from IACUC, ULAR (Abigail Smith), and the AOS, mice may then be transferred to the 5th Richards mouse holding area by approved personnel in an approved shipping container.

10. Printed animal cage cards will be made available by Celeste Campbell in 1 Richards to be placed on the cages at the time of arrival into the 5th Richards mouse holding area. These cards will include the estimated termination date of the study for which the animals will be used.

11. Approval granted by the AOS will be for a specific number of cages and a specific number of mice. Investigators may not increase the number of cages in which their animals are housed in the 5th Richards mouse holding area without approval from the AOS.

12. Approval granted by the AOS will be for a specific time period. Investigators will not be permitted to maintain mice after the proposed termination of their experiment without approval by the AOS. Investigators will not be permitted to maintain mice after the termination of their IACUC protocol.

V. Directions:

1. Researchers who plan to use the 5th Richards animal imaging holding areas for their animal studies must wear protective clothing (gown, gloves, mask, shoe covers, and bouffant cap).

2. Prior to opening the animal cages, protective clothing must be worn in the 5th Richards animal imaging holding areas. Protective clothing will be located just outside the 5th Richards mouse imaging holding area (room #509).
3. All researchers must follow the SOP concerning the transporting and moving of animals for imaging studies (refer to “SAIF-SOP #4.01”).

4. After imaging studies have been performed, all live animals must either be euthanatized, transported to the 5 Richards holding facility (Room #509), or transported to the radioactive animal imaging holding area (Richards #505 & #507).

5. While animals are in the radioactive imaging holding area (#505 & #507) 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.

6. All animals in the main holding area (#509) will be cared for by ULAR staff, with responsibilities of investigators being the same as all ULAR animal housing facilities.

VI. Safety Considerations:
Reminder: drinking, eating and open-toe shoes are not allowed under any circumstances in the 5th Richards animal imaging holding areas.

VII. References:
A. Guideline #16 (6/23/99): Penn-IACUC Guideline for Transportation of Laboratory Animals- Philadelphia Campus

VIII. Attachments:
1. Form-SAIF-Radiology-#3. “Application Form for Holding of Animals in #509 Richards for Longitudinal Imaging Studies”
2. Form-SAIF-Radiology-#4. “SAIF Research Approval Form”

IX. Document History:

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