Perelman School of Medicine at the University of Pennsylvania
Policy and Procedure Manual

MOUSE RELOCATIONS BETWEEN ROOMS, SUITES AND VIVARIA IN PERELMAN SCHOOL OF MEDICINE VIVARIA

RESEARCH ADMINISTRATION
Policy Number: RA-ANML-003.4
Date of last Approval: September 6, 2012
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I. PURPOSE

This policy serves to establish guidelines for the relocation of mice between rooms, suites and facilities in PSOM vivaria.

II. POLICY STATEMENT

A policy for the movement of mice between rooms, suites and facilities is essential to decrease the risk of pinworm transmission in the PSOM vivaria. This policy serves as the official PSOM position for relocating mice between rooms (including rooms within suites), suites and facilities, and supersedes Policy Number RA-ANML-003.3. This policy is intended to supplement Policy Number RA-ANML-001: Management of MHV-Infected Rooms/Suites in SOM Animal Facilities, and Policy Number RA-ANML-002: Quarantine of Rodents Due to Infectious Disease Outbreak in School of Medicine Animal Facilities.

III. WHO SHOULD KNOW THIS POLICY?

- Dean
- Executive Vice Dean and Chief Scientific Officer
- Assistant/Associate Dean of Animal Research
- School of Medicine Animal Research Committee (SOM-ARC)
- Faculty and lab personnel engaged in animal research using mice
- University Laboratory Animal Resources (ULAR) Staff
- IACUC Chair

IV. POLICY AND PROCEDURES

Mouse Relocation Requirements

All mouse relocations, either permanent or temporary, between rooms, suites, and facilities, need to be officially requested and approved by ULAR Diagnostics. In some circumstances, prior to relocation, cages will need to be tested for two species of pinworms ***(Syphacia obvelata* and *Aspiculuris tetraptera)***. Required testing for certain transfers is outlined here. See the Procedures section for information on how to collect and submit samples.

Pinworm testing is **required**:

- Cage relocation from one barrier facility to another barrier facility
- Cage relocation from one conventional facility to another conventional facility.
- Cage relocation from one suite within a facility to another suite in that facility

Pinworm testing is also **required** under the following circumstances:

- Cage relocation into SAIF housing in John Morgan Basement or Smilow-1
- Cage relocation into behavioral testing space in TRL
- Cage relocation into Suite 6 of Smilow-6
- Cage relocation into housing for the Transgenic and Chimeric Mouse Facility

According to ULAR policy, mice relocating from conventional housing to barrier housing must undergo quarantine (~ 8 weeks duration after completion of relocation request) and be documented to be free of pathogens. Pinworm testing will be conducted as part of the quarantine procedure.

Under the following special circumstances, pinworm testing is **not required**:

- Cage relocation from barrier housing to ABSL-2 housing
- Cage relocation from barrier housing to conventional housing
- Cage relocation from barrier housing to post-irradiator housing
- Cage relocation within a suite (from one housing room to another, if both are located in the same suite using a shared procedure room)
    - In this situation either the source lab or the receiving lab may elect to require pinworm testing prior to the cage relocation. Testing results should be known to labs prior to submitting the relocation request.

Procedures

- Submit mouse relocation request on ULAR website (https://ular.upenn.edu/forms-landing/rodent-relocation/)
- See instructions and print out pinworm testing form, to include with your samples when dropping off (https://ular.upenn.edu/forms-landing/pinworm-testing/)
- Samples for testing must be collected no more than two weeks prior to the anticipated date of relocation.
- The investigator (or designee) is responsible for collecting and submitting the samples described next for the pinworm tests in live mice for *Syphacia obvelata* and *Aspiculuris tetraptera.*

- Procedures for collecting samples are:

  Syphacia obvelata
  Press **clear** (not frosted) cellophane tape against the peri-anal region of the mouse (each mouse in a cage must be tested individually). Press the clear tape, sticky side down, onto the clear section of a microscope slide and label clearly with the following information: PI name, Building, Room # and Cage or Mouse number. The

area of contact with the mouse must be clearly identified via circle on the slide with a marking pen or there will be an extra charge for reading the slides.

Aspiculuris tetraptera
In the afternoon of the day prior to sample collection, either place mice to be tested in clean cages or remove all bedding from the cages and replace with 2-3 autoclaved paper towels per cage. The next morning, collect 30 to 50 pellets from each cage and place them in a tube clearly labeled with the following information: PI name, Building, Room # and ***Cage card number*** (essential). It is critical that the fecal samples not be comingled with feed or bedding because these materials render the test unreadable. It is also essential that the mice in each cage be returned to cages containing bedding after sample collection.

Samples taken for ***Syphacia obvelata*** and ***Aspiculuris tetraptera*** testing should be submitted directly to the Vet School's Clinical Parasitology Lab (4108 Ryan, VHUP) to process the samples and report the results to the submitting investigator and to ULAR. See ULAR website for pricing information and pinworm testing form that should be dropped off with specimens (https://ular.upenn.edu/forms-landing/pinworm-testing/)

Please be aware that requests for stat testing will incur additional charges. Please see "Pinworm Testing" on the ULAR website under "Forms" for guidelines and submission form.

- Unless otherwise noted, the cost of testing will be borne by the requesting investigator.

- Results of these tests are normally available within 2 business days from the submission of samples by research staff to Clinical Parasitology lab. Please note that results are reported to the investigator and directly to ULAR. *Samples **must** be collected within two weeks of the anticipated relocation*.

- The number of cages and/or tests required will depend on the number of cages to be re-located. *(Cage requirements are listed in the table below.)*

- Upon receipt and review of test results and the relocation request, ULAR Diagnostic Services will send an e-mail to appropriate ULAR staff and to the investigator (and/or designee) indicating approval of the relocation.

- Investigators must place green acetate inserts on the cage cards of each cage to be relocated (inserts are available in the vivaria). ULAR staff will then coordinate the relocation from the source to the destination room, suite, or facility.

- Should routine quarterly health monitoring detect pinworm infections in a facility, additional pinworm testing may be required for relocation of cages in PSoM vivaria as directed by ULAR diagnostics.

Required sample sizes for pinworm tests (*A. tetraptera and S. obvelata*)

Goal sample approximately 10% of the animals and cages to be relocated^

# cages to relocate	Fecal pellet collection (*A. tetraptera*) *	Tape tests (*S. obvelata*)
1-14	1 cage	2 mice from 1 cage (2 tape tests)
15-24	2 cages	2 mice in each of 2 cages (4 tape tests)
25-34	3 cages	2 mice in each of 3 cages (6 tape tests)
35-44	4 cages	2 mice in each of 4 cages (8 tape tests)
45-54	5 cages	2 mice in each of 5 cages (10 tape tests)
55-94	6 cages	2 mice in each of 6 cages (12 tape tests)
>95	as directed by ULAR Diagnostics	as directed by ULAR Diagnostics

^ Collect fecal pellets from ~10% of randomly selected cages to be relocated and tape test 2 mice in ~10% of a different randomly selected cages to be relocated
* a separate labeled tube for each cage should each contain ~50 pellets

V. Request for Exemption

Requests for exceptions to this policy will be considered on a case-by-case basis by the Assistant/Associate Dean for Animal Research in consultation with the Associate Director of ULAR Diagnostic Services and Executive Vice Dean/Chief Scientific Officer. A request for exemption can be submitted via email to somar@PennMedicine.upenn.edu. Any approved exemption to this policy will be delivered via email correspondence from the Assistant/Associate Dean for Animal Research and Chair of SOM-ARC.

VII. CONTACTS

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Supersedes: Policy No. RA-ANML-003.3	**APPROVED:** _____ **Executive Vice Dean and Chief Scientific Officer, Perelman School of Medicine** **Date 8/13/19**