

Transfer of Rodents – Import and Export

I. Introduction:

The purpose of this policy is to identify the procedures for transporting rodents to and from UC Merced. In order to accurately track rodents at UC Merced, approval from the Attending Veterinarian or designees must be obtained prior to importing or exporting animals.

Exports (shipments) of rodents to another Institution require written permission from the other institution's Attending Veterinarian or designee.

Imports of rodents to UC Merced from other institutions require written approval from the UC Merced Attending Veterinarian or their designees. This includes animals from sources other than approved vendors such as another university.

Internal transfers of rodents between the UC Merced vivarium and laboratories require permission from the vivarium director and approval of the Attending Veterinarian or their designees. The Attending Veterinarian or designee will be consulted if this includes interdepartmental transfers or transfers of rodents between projects that change the animal use and care protocol to which the animal is assigned.

II. Materials:

- Approved Animal Protocol for the species to import or transfer.
- Animal Housing Area Assignment
- Contact Information for sending and receiving information
- Health Information, medical records, vaccination records or other documents indicating health status of the animals
- UC Merced Animal Import, Export & Transfer form.

III. Procedure:

1. An approved animal protocol is required to house animals at UC Merced in IACUC approved and inspected facilities. Areas not currently in use or approved for animal housing by the IACUC must be evaluated and approved before any animals can be housed there under an approved protocol.
2. Submit import, export and internal transfer requests to rhoglund@ucmerced.edu for review of health information by the Vivarium Director. The request will be forwarded to the Attending Veterinarian.
3. The Vivarium Director shall compile the import, export or transfer information and submit it to the Attending Veterinarian or designee for review and approval. The information must include the following:
 - a. completed animal import/export form

- b. health records including health monitoring reports
 - c. health certificates
 - d. medical history
4. Questions about the requirements and guidelines should be directed to:
- a. Vivarium Director, rhoglund@ucmerced.edu
 - b. Attending Veterinarian, kclark23@ucmerced.edu