

University of Pennsylvania-Radiology

Small Animal Imaging Facility

Standard Operating Procedure

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

SOP Number: 4.03

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Approval: Katie Zaifert, Director of Regulatory Compliance

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

- I. **Purpose:** To provide the guidelines for transferring mice or rats to the SAIF housing facilities (John Morgan B100 and Smilow Center (SCTRC-141) 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), is conducted 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. SAIF Housing Requirements
 1. Only animals scheduled for longitudinal imaging in the Small Animal Imaging Facility can be housed in the SAIF housing area.
 2. All animals to be imaged in the SAIF must be housed there; animals outside the SAIF must be relocated prior to imaging.
 3. Breeding of animals is prohibited in the SAIF housing areas.
 4. Animals housed in the SAIF housing area will be permitted to travel to other areas of SAIF for imaging and to return to their assigned SAIF holding area for future imaging studies.
 5. Animals housed in the SAIF housing area cannot, under any circumstances, return to a ULAR animal facility without written permission from ULAR.

NOTE: Animals that travel to non-approved areas, including the investigator's laboratory, will not be permitted to return to the SAIF housing area. If a protocol requires the rare circumstance where movement outside of SAIF is necessary, then permission may be granted following collaborative discussions with SAIF, ULAR, and the PI, to place these animals in ULAR quarantine and then allow the animals to return to SAIF housing (ULAR SOP 9.25).

B. Transferring animals to ULAR 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 SCTR141) **must** first obtain UPenn IACUC approval for the protocol under which SAIF housing and imaging will be performed.
2. Investigators must receive approval from the ULAR Director or Diagnostic Services (Angela Brice, email: abrice@upenn.edu) for the proposed transfer of animals by completing the ULAR Animal Relocation Form (<https://ular.upenn.edu/forms-landing/rodent-relocation/>). Approval of the transfer may require testing for infectious agents, pinworms, or a review of health records, depending upon the originating housing facility. Investigators wishing to transfer mice must follow all ULAR policies (ULAR SOP 4.20).
3. After ULAR has cleared the animals for transfer, complete the AOS form to request longitudinal housing in SAIF, as outlined below.
4. Investigators **must** obtain approval from the Animal Oversight Subcommittee of the SAIF **prior** to the movement of any animals.
5. Upon approval of the SAIF AOS Form, ULAR will be notified by SAIF that the animal transfer may be completed.

C. 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 notified by email. ULAR will place the animals in the appropriate SAIF housing location indicated on the approved AOS form.

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

NOTE: You are required to submit for review an online SAIF AOS Form every time that you request relocation of cages or direct shipment of animals from an approved vendor into the John Morgan B-100 or Smilow TRC1-141A SAIF housing facilities.

1. Log onto the BioPath website for the AOS form submission page, at <https://pathbio.med.upenn.edu/pbr/portal/saif/>
2. Under Services Select: Request Services

3. From the drop-down menu select your SAIF application #
4. Select: Longitudinal Housing Request (AOS Form)
5. Complete the form and submit it for approval
6. Once the AOS request for housing has been approved, ULAR and the Investigator will be informed by email from SAIF. When the animals arrive, ULAR will place them in the appropriate SAIF housing location based on the approved SAIF AOS form.
7. Approval granted by the SAIF AOS Form 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 in which their animals are housed without approval from the SAIF Animal Oversight Subcommittee.
8. Approval granted by the SAIF 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 SAIF Animal Oversight Subcommittee.
9. Investigators will not be permitted to maintain their animals after the termination of their IACUC protocol.

E. Animal Imaging Studies not requesting SAIF housing

- a. Investigators may request a one-time Imaging study of their animals without requiring SAIF housing if this procedure is part of their IACUC-approved protocol.
- b. The animals must go through the same health screening process required by ULAR as animals requesting transfer to SAIF housing before they will be allowed to enter the Small Animal Imaging Facility, including testing for infectious agents, pinworms, or a review of health records, depending upon the originating housing facility.
- c. PIs must obtain written permission from ULAR to transport these animals outside of SAIF to another area. Without this approval, the animals must be euthanized before leaving SAIF.

F. All researchers who have received approval from ULAR to relocate cages themselves must follow the ULAR policy for transporting and moving animals (ULAR SOP 4.20).

G. After each imaging study has been performed, all live animals must be euthanized, 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 and approvals from ULAR.

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 the responsibilities of investigators being the same as all ULAR animal housing facilities.

J. Personal Protective Equipment:

- a. Researchers who plan to use the SAIF animal imaging holding areas for their animal studies must wear personal protective equipment (SOP 2.01) as posted at each housing location (ex., gown, gloves, mask, shoe covers, and bouffant cap).

V. Safety Considerations:

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

VI. References:

- A. ULAR SOP 4.20 Transportation of Laboratory Animals- Philadelphia Campus
- B. ULAR SOP 9.25 Quarantine Procedures at the University of Pennsylvania for Rodents from Non-approved Vendors
- C. SAIF SOP 2.01 Personal Protective Equipment (PPE) Policy

VII. Attachments

None

VIII. Document History:

Version 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