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Distribution	RAR/ACUC	

GP– 2: Rodent Transfers between JHMI Locations

Purpose: To describe the procedure for movement of rodents between major animal facilities at the JHU Baltimore campuses.

Scope: This does not cover animal transfers from the A&A Rodent Quarantine, cores like the Imaging and Transgenic Cores, and with transfer of ownership when animals stay remain in the same housing room.

Personnel Responsibilities:

Researcher:

1. Completes a Rodent Transfer Request Form available on the RAR website.
2. Collects the teal transfer cards from the Ross 459 (RAR Office) and places the transfer cards on appropriate cages in front of the existing cage cards after the request has been approved
3. Prepares rodents for transfer in cages, as appropriate, or if applicable, in transport containers
4. Deactivate old yellow cage card

Transfer Coordinator (TC):

1. Verifies health status of the animals based on the Rodent Transfer Flowchart.
2. If needed, checks with husbandry supervisors for housing availability
3. Approves or denies transfer request
4. Completes, issues, and activates teal Transfer Cards
5. If applicable, deduct animal numbers from approved protocol
6. Create transfer requests log
7. Sends transfer requests log to husbandry supervisors
8. Schedules and coordinates transfers with Supervisors (and Loading Dock Supervisor if vehicular transport is required)
9. Maintains transfer logs

Rodent Veterinarian:

1. Updates the Rodent Transfer Flowchart periodically to reflect recent surveillance results
2. Provides consultation regarding transfers, including but not limited to pathogen testing

Shipping Supervisor or designee (Supervisor or designee of area where animals originate):

1. If necessary (e.g., if transport is missed), arranges pick-up by, or delivery to Receiving Supervisor
2. Promptly notifies Transfer Coordinator about any assigned transfers that cannot be completed as scheduled.
3. If necessary (i.e., if it has not been performed, deactivates old yellow cage card.

Receiving Supervisor or designee (Supervisor or designee of area receiving the rodents):

1. Prepares receiving cages and assigns a room for the rodents.
2. Transfers animals to new caging and will place in their newly assigned housing area.
3. For internal transfers, promptly notifies Transfer Coordinator of completed transfers

Loading Dock Supervisor or designee:

1. For transfers going through the MRB Loading Dock and those needing ground transportation, notifies Receiving Supervisors or designee that animals are ready to be transported.
2. Confirms that the transfer has been completed or not completed as it pertains to above.

Truck Driver:

1. Notified Receiving Supervisor or designee that the animals have arrived.
2. If contact was not made within 15 min, then animals are brought back to the originating facility. Driver is to inform the Loading Dock supervisor or designee.

Director, Rodent Resources: Will review all deviations in this process and implement corrective action or SOP revision accordingly.

Materials and Information Required:

- <https://researchanimalresources.jhu.edu/forms/> to obtain Animal Transfer Request forms
- <https://forms.office.com>, with exact link available to TC and other relevant personnel, to view transfer request form entries and create a log
- Rodent Transfer Flowchart: available on the AAA Mouse Lab in the I drive; for RAR use only
- Transfer Coordinator or designee contact number: 410-955-3273.
- Teal Transfer Card(s) completed by Transfer Coordinator and are picked up by the PI requesting transfer, or the Shipping Supervisor can obtain the completed cards from the Transfer Coordinator located in the Central Facilities in the Research Animal Resources (RAR) Main Office, Ross Building, Room 459.

Procedures:

- A. Initiating and review of transfer requests
 1. Transfer requests must be made when the transfer meets any or all of the following conditions:
 - a. RAR will transfer the animals
 - b. Protocol to protocol transfers (same or different PI)
 - c. Within, and from and to central facilities
 2. RAR conduct animal transfers on Mondays, Thursdays and Fridays.

3. The researcher initiates transfers between JHMI locations by submitting their Transfer Request Form online. The completed form is automatically emailed to the person who completed the form, the TC, and husbandry supervisors. Deadline for form submission is at least 3 business days prior to the scheduled transfer.
NOTE: All researchers are to wean all rodent before transport, and the number of cages transferred may not exceed the number indicated on the transport request.
4. The TC will review the form using the Rodent Transfer Flowchart.
 - a. The TC will consult with the vet when the animals' SPF status and/or direction of transfer is/are questionable.
NOTE: Rodent vet updates the Rodent Transfer Flowchart periodically based on surveillance results. Rodent vet also advises on pathogen testing, etc., as needed.
 - b. If needed, the TC will consult with husbandry supervisors regarding housing space (see item 3 below).
5. Husbandry supervisor will alert TC if housing space is not available within 1 business day. If no alert has been made, TC will deem that housing space is available.
6. The TC approves or denies the request based on relevant information.
 - a. If approved, the TC will email the researcher regarding the transfer request, providing the info on date of transfer.
NOTE: If the researcher will perform the transfer (i.e., not using RAR transport services), skip Section B below.
 - b. If denied, discussion with veterinary team will ensue.
7. For all approved transfers and for each day transfers are to be made, the TC creates the overall and building-specific Transfer Logs, assigning accession numbers for each request. The TC forwards the Transfer Logs to husbandry supervisors and the Loading Dock supervisor or designee.

B. Scheduling and transferring (through RAR services)

1. The TC completes and issues the teal transfer cards and schedules the transfer.
 - a. Researchers will be provided with the exact number of turquoise transfer cards for the scheduled number of cages designated for transfer. **NOTE:** If an entire rack of cages is scheduled for transfer, the rack will require only one transfer card prominently posted and firmly attached to the rack, stating the exact number of cages on that rack scheduled for transfer. If the number of cages exceeds the original transfer request, an additional transfer request is required.
 - b. The Transfer Cards will be identified with the transfer transaction number, total number of cages to be transferred, building and room number of destination, destination Supervisor's name and contact number, the date the cages need to be transferred by and any special handling instructions. Transfer Coordinator will complete information on transfer cards and will give the cards directly to the researcher to identify cages for transfer.
2. The researcher collects the Transfer Cards from Ross 459 and places the cards on appropriate cages at least a day before the scheduled date of transfer.

3. If necessary, shipping supervisors or designee will acquire and prepare appropriate equipment (racks, shipping containers, etc) needed for transport, and prepare animals/cages, if needed, for transport.
4. If needed (e.g. cages were not identified), the Shipping Supervisor or designee will promptly notify the Transfer Coordinator by e-mail of any issues regarding the transfer.
5. For animals going through the loading dock and requiring ground transportation, Loading Dock supervisor or designee will notify the Receiving Supervisors or designees when animals are ready for transport.
6. Driver needs to notify lead tech or supervisor that the animals have arrived.
 - a. If contact was not made within 15 min, then animals are brought back to the originating facility.
 - b. Driver notifies the Loading Dock Supervisor or designee about completed transfers and those that were not completed. Loading Dock Supervisor or designee notifies the supervisors about completed transfers.
7. Receiving Supervisors or designee receives the animals and places the cages in the designated housing room.
8. If applicable, the Shipping Supervisor or designee will update the room census sheets by deducting the number of cages/animals transferred out of a room and the Receiving Supervisor or designee will update the census sheet adding the number of cages/animals received.

C. Transferring (performed by researcher)

1. If a researcher is performing the animal transport, the researcher needs to change the cages and ensure that the cage has the correct cage card.
2. For animals transferred to a housing room where per diem is different than the originating room, the researcher needs to deactivate old cage card and activate a new one. At such, new cage cards should be requested at least 2 business days prior to the transfer.
3. If the animals are being picked up from the loading dock, animals should be picked up at times coordinated with the Loading Dock Supervisor or designee.

Special Considerations:

1. All water bottles will be inverted before moving rodent cages. No overcrowded cages will be transferred until they have been appropriately separated.
2. Dirty cages or cages scheduled for changing that day may be changed before transferring.

Relevant documents:

1. Transport Loading Dock Deliveries

I acknowledge that I have read and understand the JHU Animal Care and Use Program document **“Rodent Transfers between JHMI Locations”** and I will follow this procedure. I agree to bring any deviations in this procedure to the attention of my supervisor/GPS Working Group.

Name (Print)

Date

Signature