

OFFICE OF VETERINARY RESOURCES (OVR)
NEW YORK UNIVERSITY
Rodents from “non-approved” vendors request forms and procedures

If an investigator wishes to import or purchase animals from a non-approved source or vendor (including other research institutions) into the OVR animal facility, he/she must:

- 1. Submit a written request via FAX (x 54104) to the attention of the Veterinary Technical Manager (VTM). Use the “Animal Order Request form to import animals from an non-approved source”**
- 2. Submit a written request for a donored institution provided health report; use the “Request for an animal health report form”**
- 3. The health report is to minimally indicate the status of species-specific pathogens as listed in the “Rodent Health Surveillance Program - List of Rodent Pathogens”**
- 4. The VTM will check your request for compliance with the UAWC approved protocol**
- 5. When the request is approved by the VTM for protocol compliance, the information is turned over to the Facility Supervisor (FS) for processing.**
- 6. The FS will contact the animal source (using information on your request) and request a current health status surveillance or sentinel report (see attachment) from rooms housing the animals requested to be received. This information is typically obtained from the veterinary staff of the donor institution and attached to this import request form.**
- 7. Once the donor institution animal health reports are received, they will be reviewed by the NYU OVR Director or VTM. Prior authorization and pre-payment of all transportation charges are required for receipt. Under no circumstances will animals with evidence of active or recent past species-specific infections be approved for receipt.**
- 8. Upon receipt, in most cases, the animals will be subject to an acclimation of no less than 5 days. Any technical and diagnostic services will incur an additional fee.**
- 9. If the incoming animals require special housing or husbandry requirements which have been detailed in the UAWC approved protocol, you should allow an additional 2-3 week time period for processing of the request.**
- 10. If the Director has determined that a quarantine period is necessary after receipt of the animals at NYU, there will be an additional 4 week period within which you will not be permitted to work with the animals, however, per diem and diagnostic charges will apply.**
- 11. Receipt of animals for breeding may be limited by available facility space**

See the following documents:

- 1. Animal Order Request form to import animals from an non-approved source**
- 2. Request for an animal health report form**
- 3. Rodent Health Surveillance Program - List of Rodent Pathogens**



**Animal Order Request to import animals from an non-approved source
NYU – Office of Veterinary Resources (OVR)
submit this form to the OVR for fulfillment**

To: _____ (Veterinary Technical Manager)

From: _____ Date: _____ (Principal Investigator)

An order request to purchase (or transfer) animals from an unapproved source is being made by:

Student: _____

Principal Investigator: _____

Protocol: _____ Account#: _____

Source/Facility: _____

Source Contact: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Health Report Received: Yes No Date: _____

OVR Director Approval: Yes No

Director Signature: _____ Date: _____

Facility Location: Silver Center Meyer Complex

- Receipt for:
- Facility housing in 3-4 week quarantine
 - Facility housing for 5-7 day acclimation
 - Arrival directly into lab, not the housing facility, for immediate use
 - Facility housing for acute use
 - Facility housing for breeding

OVR Director Comments:



Request for Animal Health Report

New York University Requester

Name:		Institute/Laboratory:	
Telephone:	Fax#:	E-Mail address:	

Originating Facility (Your Facility)

Institution:		Vivarium name and room number:	
Investigator's Name:	Telephone#:	Fax #:	E-mail address:
Veterinarian's Name:	Telephone#:	Fax #:	E-mail address:
Other Contact Individual (s) Name:	Telephone:	Fax #:	E-mail address:
Signature of person completing form:			

Specific Room Description

Approximate number of animals in room: _____	Breeding in room <input type="checkbox"/> Yes <input type="checkbox"/> No
Immune status: <input type="checkbox"/> Normal <input type="checkbox"/> Deficient <input type="checkbox"/> Undetermined Immune system models	
Room status: <input type="checkbox"/> Closed <input type="checkbox"/> Open <input type="checkbox"/> Open with quarantine	
Do incoming animals come from multiple sources <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does every room in the facility have routine health monitoring <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the health status of animals in this room? _____ facility? _____ <small>(1= germfree, 2= gnotobiotic, 3= specific pathogen free, 4= conventional)</small>	

Husbandry

Is husbandry staff shared with rooms that potentially contain rodent pathogens <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, List Organisms: _____
Caging system: <input type="checkbox"/> Conventional <input type="checkbox"/> HEPA Tent <input type="checkbox"/> Filter capped cages <input type="checkbox"/> Individually ventilated <input type="checkbox"/> Changed in laminar flow hoods <input type="checkbox"/> other (elaborate): _____
Protective measures: <input type="checkbox"/> Masks <input type="checkbox"/> Gloves <input type="checkbox"/> Shoe covers <input type="checkbox"/> Hair covers <input type="checkbox"/> Dedicated clothing <input type="checkbox"/> Shower-in <input type="checkbox"/> Disposable lab coats

Sentinel Program

Number of sentinel cages per holding room _____	or per racks in the holding room _____
Sentinels on used bedding: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sentinels exposed to aerosols: <input type="checkbox"/> Yes <input type="checkbox"/> No
Animals being tested and their ages: <input type="checkbox"/> Retired breeders <input type="checkbox"/> Sentinels <input type="checkbox"/> Experimental	
Frequency of testing: <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annual <input type="checkbox"/> Annually <input type="checkbox"/> Other(elaborate): _____	



NYU Office of Veterinary Resources (OVR) Rodent Health Surveillance Program - List of Rodent Pathogens

Before any animals from facilities or sources other than approved vendors are shipped to OVR, a comprehensive health report from the donor institution must be submitted to the OVR Director. This will allow for appropriate housing and handling of the animals as well as will ensure the health of all the animals at The Washington Square Campus.

The health report should be the most current available and should include the results from an accredited laboratory in the following categories relative to the mentioned species. For receipt of any other rodent species aside from the ones indicated below, prior arrangements must be made by contacting the Veterinary Technical Manager.

Mice (*Mus musculus*)

- 1) Serologic Tests which should include the following agents:
 - Mouse Hepatitis Virus (MHV) (coronavirus)
 - Sendai virus (parainfluenza virus)
 - Minute Virus of Mice (MVM) (parvovirus)
 - Mycoplasma pulmonis*
 - Ectromelia (poxvirus)
 - Lymphocytic Choriomeningitis (LCM) (arenavirus)
 - Polyoma Virus
 - Mouse Polio Virus (GD7) (enterovirus)
 - Pneumonia Virus of Mice (PVM) (pnemovirus)
 - Mouse Pneumonitis Virus (K virus) (papovirus)
 - Epizootic Diarrhea of Infant Mice (EDIM) (rotavirus)
 - Reovirus Type 3 (orthoreovirus)
 - Mouse Adenovirus
 - Hantaan Virus
 - Mouse Parvovirus (MPV)
- 2) Parasitologic Evaluation (Ectoparasites and Endoparasites)
- 3) Bacteriologic Evaluation (Especially to include evaluation for *Streptobacillus moiliformes*, *Citrobacter freundii*, *Salmonells* sp., *Pasteurella pneumotropica*, and *Corynebacterium kutscheri*, *Pseudomonas aeruginosa*, *Clostridium piliforme*, *Helicobacter biliis*, *H. hepaticus*, *H. muridarum*, *H. rodentium*)

Rats (*Rattus norvegicus*)

- 1) Serologic Tests which should include the following agents:
 - Mycoplasma pulmonis*
 - Pneumonia Virus of Mice (PVM) (pnemovirus)
 - Sendai virus (paramyxovirus)
 - Sialodacryoadenitis Virus (SDAV)/ Rat coronavirus (RCV) (coronavirus)
 - Lymphocytic Choriomeningitis (LCM) (arenavirus)
 - Kilham Rat Virus (KRV) (parvovirus)

Toolan's H-1 Virus (H-1) (parvovirus)
Reovirus Type 3 (orthoreovirus)
Mouse Adenovirus
Hantaan Virus
Rat Parvovirus (RPV)
CAR Bacillus (CARB)

- 2) Parasitologic Evaluation (Ectoparasites and Endoparasites)
- 3) Bacteriologic Evaluation (Especially to include evaluation for *Streptobacillus moiliformes*, *Salmonells* sp., *Pasteurella pneumotropica*, *Corynebacterium kutscheri*, *Pseudomonas aeruginosa*, *Clostridium piliforme*, *Helicobacter biliis*, *H. muridarum*, and *H. trogontum*)

Guinea Pig (*Cavia porcellus*)

- 1) Serologic Tests which should include the following agents:
 - Sendai virus (paramyxovirus)
 - SV-5 (Simian Virus 5)
 - Pneumonia Virus of Mice (PVM) (pnemovirus)
 - Reo-3 (orthoreovirus)
 - Lymphocytic Choriomeningitis (LCM) (arenavirus)
- 2) Parasitologic Evaluation (Ectoparasites and Endoparasites)
- 3) Bacteriologic Evaluation (Especially to include evaluation for *Bordetella bronchiseptica*, *Streptococcus zooepidemicus*, *Streptococcus pneumoniae*, *Salmonells* sp.)

Hamster (*Mesocricetus auratus*)

- 1) Serologic Tests which should include the following agents:
 - Sendai virus (paramyxovirus)
 - SV-5 (Simian Virus 5)
 - Pneumonia Virus of Mice (PVM) (pnemovirus)
 - Reo-3 (orthoreovirus)
 - Lymphocytic Choriomeningitis (LCM) (arenavirus)
- 2) Parasitologic Evaluation (Ectoparasites and Endoparasites)
- 3) Bacteriologic Evaluation (Especially to include evaluation for *Camplyobacter* sp. *Clostridium piliforme*, *Helicobacter cholecytus*, *H. cinaedi*, *Salmonells* sp.)