Working Instructions

WIN Number:	118	**Rodent Import from**	Revision #:	0
Date Effective:	6/26/23	**Non-Pre-approved Vendors**	Supersedes:	0

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PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

1. UCB Laboratory personnel wanting to import rodents from non-approved vendors must submit an Import Request using the Animal Import/Export form found on the OLAC website. https://olac.berkeley.edu/forms
   a. All imports require at least fourteen (14) business days to complete.
   Note: campus holidays and weekends do not constitute "business days".

2. The Import Request is automatically sent to the Import Coordinator via Cayuse.

3. UCB import coordinator will contact the shipping coordinator of the exporting institution via email.
   a. A shipping questionnaire is attached to the email for the exporting institution to complete. The questionnaire template is available on the Shared Drive> Shipping> current templates.
      - Includes:
        - Import Request (Req#) (Exporting Institution/PI) to UCB (PI)
        - A description of the facility and how their sentinel program is conducted.
        - Two (2 years of serology/EAD/Surveillance reports
        -

4. Upon receipt of health information, the Import Coordinator with veterinarian oversight will review the health report(s) and questionnaire.
   a. If applicable, additional testing will be requested (e.g. recent outbreak of excluded diseases, routine sentinel testing is missing some excluded agents)

    b. If positive results are reported by the exporting facility, the import coordinator will bring this to the attention of the attending veterinarian so a decision can be made on whether or not to allow the animals to be shipped, require additional testing or require treatment at the exporting institution.

    c. Direct animal testing will be done prior to release from quarantine. Any positive reactions will be brought to the attention of the veterinarians for mitigation.

5. After approval of shipment by the Import Coordinator or veterinarian, the Import Coordinator will send an email including an approval letter. The approval letter template can be found on the Shared Drive>Shipping>Current templates.

    a. The approval letter should include the following information:
- Appropriate address/room number.
- Requisition number
- UCB PI name
- World Courier/VDS Account information

6. When the shipment arrives, the Import Coordinator or designee will receive the animals, and update the door signs on the quarantine room doors and add an order of entry number to each door (i.e. enter first, second, etc.)

    a. Door signs should include:
- Import number
- Shipping institution
- UCB PI name
- Arrival Date
- Number of cages received

    b. Room order:
- This is based on when shipments arrive and/or the health status of the shipping institution.

7. Import coordinator will alert Facility supervisor and assistant supervisor and with information in 6a and 6b.

8. On arrival, the import coordinator will accept the animals, place them in shoe box cages and transport them to the quarantine area.

    a. If there is a problem with the shipment, the coordinator will contact the shipping institution and relay this information.

    b. If follow up serology/parasite check is positive, the shipping institution will be contacted to make them aware of a potential issue in their facility or their sentinel program.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	**AUTHOR(S)**	**EFFECTIVE DATE**	**REVISION(S)**