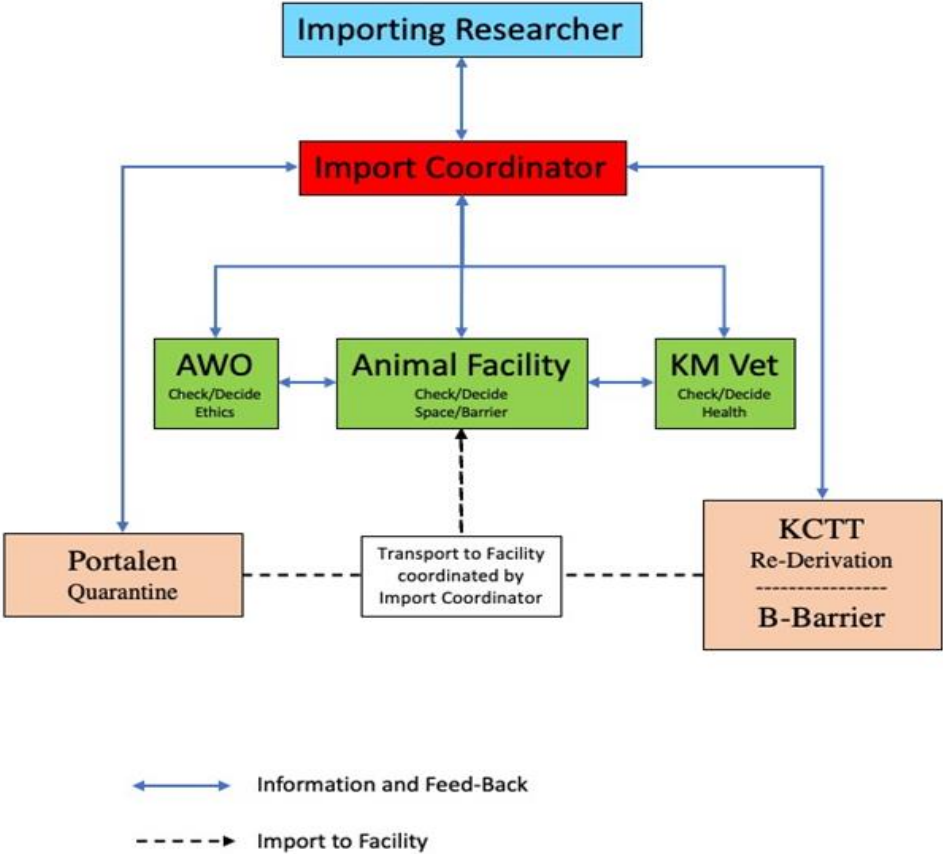


# Import of mice

The following is a description about the necessary procedures and steps to import mice to KM's animal facilities. It is only dealing with mice coming from non-accredited resources. For more information about accredited vendors, please get in contact to your animal facility.



## Application to import mice from non-accredited sources:

Researcher initiates a new import request via iLab (Import Portal):

[https://karolinska.corefacilities.org/service\\_center/show\\_external/3708](https://karolinska.corefacilities.org/service_center/show_external/3708)

Please, contacts KM import coordinator via email *import-portal@km.ki.se* in case of questions.

The researcher collects and submits all necessary papers:

- health status of the sending facility (entire barrier) including facility description, health-certificate should not be older than 3 months and covering 18 months back in time)
- ethics permit containing the strain

Documents will be reviewed by the receiving animal facility, the Animal Welfare Officer (AWO) and the facility veterinarian. A decision is made whether the animals:

- can be imported directly to the receiving facility
- have to be placed into Import Portal (quarantine) for an additional health check (to be specified by receiving facility veterinarian)
- must be rederived

When importing frozen material or fresh germ cells, the routings are the same as for rederivation. Researchers should initiate an import request via the link above and supply all necessary documents.

## Possible procedures

### Import with recommended Quarantine:

- Based on the decision of the receiving facility that the mice have to be placed in quarantine, the researcher will be contacted by Import Portal for planning of animal-delivery
- The researcher orders/request the animals and is legally responsible for the transport (researchers name and phone number must be on transport documents)
- The researcher in collaboration with Import Portal organizes the transport to Import Portal
- The manager of Import Portal coordinates the health monitoring

- The manager of Import Portal informs the researcher about the health monitoring results (email to the receiving facility veterinarian, the receiving animal facility)
- The receiving animal facility veterinarian needs to approve the health report and gives the ok to receive the animals (email to researcher and Import Portal)
- The transport to the animal facility is arranged by the receiving facility in collaboration with the personnel from Import Portal
- The receiving facility informs the researcher about the transport and that the animals arrived at the facility.

### **Import after recommended Re-Derivation:**

- Based on the decision of the receiving facility that the mice have to be re-derived, KM import coordinator informs the researcher and KCTT (Karolinska Center for Transgene Technologies) about the upcoming re-derivation and plans the animal-delivery with Import Portal
- The researcher orders/request the animals and is legally responsible for the transport (researchers name and phone number must be on transport documents)
- Researcher in collaboration with Import Portal organizes the transport of live mice to Import Portal
- In case of import of frozen or fresh germ cells, the delivery of the material should be coordinated with KCTT
- KCTT informs the researcher that re-derivation has been done and updates regularly about the results (e.g., number of born pups).
- The animal technicians from the production unit inform the researcher that biopsies for genotyping were taken.
- The health check after re-derivation is done at the production unit (B-barrier)
- The KM import coordinator informs the researcher about the health monitoring results (email the receiving facility veterinarian and the receiving animal facility)
- The receiving animal facility veterinarian needs to approve the health report and gives the ok to receive the animals
- The researcher fills in the transfer form and sends it to production unit and the receiving animal facility
- The transport to the facility is arranged by the receiving facility in collaboration with the personnel from the production unit
- The receiving facility informs the researcher about the transport and that the animals arrived at the facility

### **Direct Import (D-Barrier):**

- Based on the decision, the mice can be placed directly in the receiving animal facility
- The researcher orders/request the animals and is legally responsible for the transport (researchers name and phone number must be on transport documents)
- Transportation to the facility is organized by the researcher in collaboration with receiving facility

### **Special procedures to import to Fast Track:**

- Researcher initiates an import request to Fast Track via the link above and collects and submits all necessary papers:
  - health status of the sending facility (entire barrier) including facility description, health-certificate should not be older than 3 months and covering 18 months back in time)
  - ethics permit containing the strain
- Documents are checked by the receiving animal facility, the Animal Welfare Officer (AWO) and the facility veterinarian.
- If the health status of the animals allows the import to the Fast Track, import coordinator will inform the researcher
- The import coordinator informs the animal technicians and coordinates the shipment of the mice to KMW.
- The researcher is legally responsible for transport (researchers name and phone number must be on transport documents)
- If necessary, the animals are placed at the designated import area at the Fast Track, and a fast health monitoring will be performed (faecal pellets, dry oral swabs and fur swabs).
- After the health check and the acclimatization (maximum 1 week), the animals can be placed at the Fast Track animal rooms. If the health check shows non-acceptable infections, the researcher will be informed, and the mice will be either sacrificed or placed at Import Portal for re-derivation.