

MUSC DIVISION OF LABORATORY ANIMAL RESOURCES (DLAR) PROCESS FOR COLONY IMPORTS

1. Contact IACUC Program Manager and Attending Veterinarian

- IACUC Program Manager: Cyndi Rosenblatt, MPA, Ph: 792.0021; roscyn@musc.edu
- Department of Lab Animal Resources: Kristi Helke, DVM, Ph: 843.876.5212; helke@musc.edu

2. Submit Single IACUC Protocol 2 months ahead of time

- **Submit single IACUC protocol 2 months ahead of time**
 - <https://eprotocol.musc.edu/>

3. If IBC Covered Work is involved

- First, submit an IACUC protocol that covers the colony animals to be imported from another institution (e.g. breeding protocol).
- IBC protocol may be submitted in parallel, but is unable to be approved prior to inspection, which requires completed lab setup.
- After arrival on campus and successful IBC inspection/release of approval, IACUC protocol may be amended to address IBC-covered animal work.

4. Coordinate Colony Import with DLAR

- Animal import/export office can be reached at animship@musc.edu
- All animal imports must be submitted as an animal order in eProtocol
 - Under the animal order requisition for your selected species, choose "External Vendor" as the Source and "other" as the Vendor.
- If the protocol is not approved yet, contact the import/export office to start the import process on paper
- Animals will not be imported until the IACUC protocol is approved, unless deemed OK by the Attending Veterinarian and the IACUC for placement on the animal holding protocol
- Following the order submission, the import/export office will contact the sending facility for health report information. Health status must also be approved by the Attending Veterinarian before the shipment can be scheduled. The Investigator and their contacts will be cc'd on all email correspondence.
- Once the animals arrive on campus, they must be quarantined for 10-14+ days and will be released following negative excluded pathogen testing.
- DLAR does not allow breeding in quarantine, unless deemed appropriate by the Attending Veterinarian.
- Once the quarantine period is over, DLAR will arrange for your colony to move into an animal housing room of appropriate health status.

5. Necessary Training

- Once you have a Net ID, CITI modules may be completed ahead of time:
 - <https://horseshoe.musc.edu/research/citi>
- Research Staff must be listed on an approved IACUC protocol, then complete the online DLAR training and facility tour with the assigned Facility Supervisor prior to gaining badge access.

6. Timeline

- Animal shipments may be delayed due to extreme weather temperatures. It is always best to contact the import/export office as soon as you decide to transfer.
- The IACUC recommends a single IACUC protocol be submitted at least 2 months in advance of the planned animal arrival
- An animal import can take 1 month or more to process depending on the size of the animal colony, and their health status.