



## TITLE: Verification of Germ-free Status for GF mice Exports

SOP Category: Gnotobiotics

CMR SOP #: 4.27

Page: 1 of 2

Effective Date: 1/21/25

Approval: *LaTisha V. Moody, DVM, DACLAM*

Revisions: 1/9/25

### SCOPE:

This document describes the procedures to be followed when exporting Germ-free (GF) mice to non-Rutgers campuses. This SOP applies to all Animal Care Staff (ACS), ACS Supervisors (ACSS), Gnotobiotic Core Staff (GCS), Veterinary Staff (VS), and Research Staff members (RS) at the Rutgers University facilities.

### OBJECTIVE:

The objective is to screen all GF mice exports prior to shipment to other gnotobiotic facilities to ensure axenic status.

### PROCEDURES:

**PI Responsibility:** The PI requesting to import animals must:

1. PI must alert the gnotobiotic manager that a GF export request will be submitted.
2. Submit an Animal Export Request in the iLab Operations Software. This service can be requested through the Rutgers iLab webpage:  
<https://rutgers.ilab.agilent.com/landing/196>
3. If a Material Transfer Agreement (MTA) is required, the receiving PI must provide confirmation of completion prior to import:  
<https://research.rutgers.edu/researcher-support>

#### Shipping Coordinator (SC) Responsibility:

1. Review the iLab submission for completeness and check PI's protocol for strain verification.
2. Submit estimated charges associated with the import, including supply charges, technical time, and third-party services through iLab for approval.
3. Once estimated charges are approved by the PI, SC will change the status of the request to processing.

#### Gnotobiotic Core Staff (GCS) Responsibility:

1. If requested by the receiving party, submit any Gnotobiotic facility descriptions and surveillance testing of the GF mice.

**TITLE: Verification of Germ-free status for GF mice Exports**

**SOP #: 4.27**

**Page 2 of 2**

2. Once the letter of approval to ship has been received, the GCS will coordinate and pack the GF mice. Ensure a fecal sample from each cage is collected prior to packing into GF shipper containers and fecal sample is stored in the –80 freezer.
3. Coordinate the shipment of the GF mice and ensure all animals are correctly labeled according to the packing list. GF shipments should be scheduled to be packaged on Monday or Tuesdays.