

TITLE: Gnotobiotic Staff Processing Germfree Rederivation Requests

SOP Category: Gnotobiotic

CMR SOP #: 4.35

Page: 1 of 3

Effective Date: 11/7/23

Approval: LaTisha V. Moody, DVM, DACLAM

Revisions: 8/7/23, 10/5/23

SCOPE:


This document describes the procedures to be followed by gnotobiotic staff when processing iLab requests submitted by principal investigator (PI) to rederive germfree (GF) mice via caesarean section. This SOP applies to all Gnotobiotic Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), and Research Staff members (RS) utilizing the gnotobiotic core at Rutgers University.

OBJECTIVE:

To describe how to process rederivation requests made by PIs for the Gnotobiotic core.

PROCEDURES:

1. Once the lab has submitted the iLab rederivation request and the core accepts the request. To accept the request login to <https://rutgers.ilab.agilent.com/> or follow the link via the email request routed to the core.
2. Click the toggle icon to view the details of the iLab request. Click "Agree" under the status button to accept the request and it will turn the status to "Processing."

service id	status	cost	
RUAC(RUAC)-Yanxiang Guo-JL-2023-9223 CMR- Husbandry Se...	Waiting for Core to Agree	\$0.00 (\$0.00)	
	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	Husbandry Supervisors-South	

3. The gnotobiotic core must initiate an ACFC transfer request to Transfer mice Between Protocols.
4. ACFC requests can be accessed here <https://acfc.rutgers.edu/>. Select *Internal Animal Transfer Between Protocols*. Please write in the comment section the animals will be rederived into germfree mice by the core.

TITLE: Gnotobiotic Staff Processing Germ-free Rederivation Requests

SOP #: 4.35

Page 2 of 3

Orders Manager >> Placing a Transfer Order

Note: this page will not function properly if JavaScript is disabled.

I. General Information

Once submitted, the supervisor will contact you through your indicated "requester's email address" to coordinate the transfer of the animals. **All cages must be designated with the appropriate transfer cage cards, prior to submission of the request.**

***Please note that all transfer requests are subject to approval by CMR. There may be fees associated with the transfer and if applicable, these will be assessed to the receiving PI's indicated Account information.**

☒ By checking this box, I am confirming that the cages have been marked with the appropriate transfer cage card(s) and are ready for transfer.*

Protocol: 201800253 - Mouse Breeding and Colony Management ▼

Transfer Type: * Internal Animal Transfer Between Protocols ▼

Account(s):

* Internal Animal Transfer Between Protocols	▼	percentage
* Internal Animal Transfer Within Same Protocol	▼	percentage
Select an Account (optional)	▼	percentage
Select an Account (optional)	▼	percentage

Requester's Email Address *: Required

Sending PI's Protocol *

Sending PI's Name *

Current Location of Animals

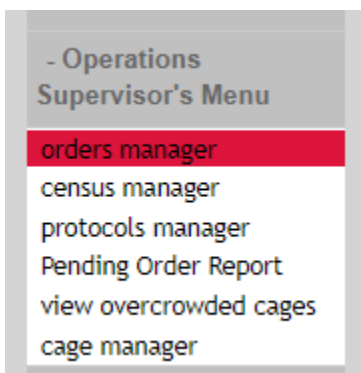
Campus * Newark - Gnoto ▼

Building * Gnoto - MSB ▼

Room * --Select a Room-- ▼

- In the event the donor animals are housed on a *different campus within Rutgers University*, put in the comments of the ACFC request to transfer mice from the originating building to the core room Medical Science Building (MSB) room A685F.
- In the event the donor animals are housed at an *outside institution*, please refer to the *SOP #4.26 Verification of Sterility for GF imports* to submit an import request via iLab.
- All donor mice for rederivation will be housed in the **MSB room A685F** inoculation room in sealed double HEPA filtered caging and handled aseptically.

5. Once the ACFC request has been made, the Gnotobiotic manager or designated staff member may log onto acfc via <https://acfc.rutgers.edu/>. Click Operations Supervisor's Menu on the left side of the screen and then click Order's manager.



TITLE: Gnotobiotic Staff Processing Germ-free Rederivation Requests

SOP #: 4.35

Page 3 of 3

6. Click Print RFID cage cards and fill out the appropriate information. Choose the MSB printer for normal card type. If animals have an old RFID cage card, be sure to deactivate the old RFID cage card and place it in the appropriate disposal location.

Orders Manager

Filter by: 

OrderNum

Go

Clear

- [View Orders For My Facilities](#)
- [View Orders For All Facilities](#)
- [Get Orders Report](#)

Order #	Protocol #	Species	Vendor	Submitted On	Status	Options
2023072588680 (Bessman)	202100008	Mouse	* Internal Animal Transfer Between Protocols	July 25, 2023	Delivered	view details print RFID cage cards print regular cage cards
2023062786158 (Bessman)	202100008	Mouse	* Internal Animal Transfer Between Protocols	June 27, 2023	Delivered	view details print RFID cage cards print regular cage cards

7. The donor animals will be placed into MSB room A685F and label “For rederivation” and include any pertinent lab contact information. These animals will be handled last during any routine husbandry procedures.

8. The donor and germ-free (GF) foster animals will be mated and the rederivation will be performed following *SOP #4.03 Rederivation of Germ-free Mice*.

9. Fecal samples will be obtained from the rederived pups cage at 14-21 days postnatal to test GF status. If genotyping is requested by the lab that will incur additional cost and will be performed at the same time as fecal collection.

10. An additional fecal sample will be collected at 21-28 days postnatal at weaning to confirm GF status.

11. The old Moody RFID cage card will be deactivated.

12. Once GF status is confirmed, the GF mice will be transferred to the Principal Investigator's (PIs) protocol. The lab will be notified of the status and can request to transfer animals back to their protocol.

13. The PI will initiate an ACFC transfer request to Transfer between protocols. If animals need to be transferred to a different campus or building, put those instructions into the comments in the same acfc request.

a. For any transfers across campus, the gnotobiotic staff will email the receiving supervisor the gnotobiotic technician's time for packing animals for a GF transfer or any special items that were included in the transfer.

b. The receiving supervisor will also enter in other charges associated with the transfer such as mileage and other labor into the acfc request to complete the request.

14. Login into ilab and enter your rederivation charge and change status to “ready to bill” when rederivation is completed. (insert pic)