Instructions for Importing Rodent Colonies to the University of Kentucky Vivarium:

DLAR (Division of Laboratory Animal Resources) coordinates the shipment of all rodents into and out of the University of Kentucky vivarium and other housing areas. Our Shipping Coordinator requests and receives health information from other institutions, submits all health information to DLAR veterinarians for review and approval, issues shipping approvals to other institutions, and coordinates final shipping arrangements with those institutions.

Investigators should allow at least 1 month for completion of paperwork and arrival of shipments. International shipments generally take longer than domestic shipments. Shipments of animals with incomplete or questionable health status can take much longer (3-6 months if additional testing of colony animals, quarantine, and/or rederivation is warranted.)

Principal Investigators must have the following items in place before any rodents can be shipped to the DLAR animal facility.

1. An IACUC approved Animal Care and Use Protocol Application (this will take 6 to 8 weeks).
2. An established account with the DLAR business office to cover costs of shipping, animal care, and diagnostic testing of incoming colony animals, when needed.
3. A completed and approved Request to Import Rodents form. These forms are available in the DLAR business office (H41A Chandler Medical Center) or from our Shipping Coordinator, Ronda Combs (e-mail: rkcomb1@email.uky.edu; fax: 323-6002). This form should be returned to Ronda via e-mail, fax, or the DLAR office for further processing.
4. A requisition for non-approved vendor animals through eSirius. Assistance with eSirius can be obtained from Cheryl Carmichael in the DLAR business office (espina@email.uky.edu or phone 859-323-6006)

The Request to Import Rodents form must be filled out completely. Missing information can result in significant delays in processing the request.

IMPORTANT:

Incoming shipments of rodents will only be approved if their health status is compatible with that of the University of Kentucky vivarium. Any rodents shipped without approval will be euthanatized upon arrival.

If the health status of incoming animals is questionable, the animals must be quarantined off-site (commercial vendor or UK’s remote quarantine/isolation facility) until their health status is determined. Animals testing positive for rodent pathogens will not be allowed into the UK vivarium. In this instance, the DLAR veterinarian will contact the investigator to discuss other options. The costs of quarantine and other services must be borne by the investigator.

If you have any questions about these procedures, please contact our shipping coordinator Ronda Combs via e-mail (rkcomb1@email.uky.edu) or by phone at 859-323-6018.