



Receipt of Vendor and Courier Mice

Version: 1

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Summary: The purpose of this document is to describe the procedure for accepting commercial vendor and courier-delivered (“Imports”) shipments of mice to the 2nd Street facility of the UC Davis Mouse Biology Program. This procedure is to be followed by administrative personnel responsible for accepting commercial or courier-delivered shipments of mice and by Vivarium personnel responsible for unpacking and caging mice. Transportation of mice is stressful and potentially dangerous to their health, especially in warm summer months. Mice need to be unpacked, have a health inspection, and housed in appropriate caging in appropriate numbers as soon as possible after arrival. This insures they are acclimated and in the best physical health prior to their use by the Mouse Biology Program.

Reagents and Materials:

Reagent/Material	Vendor	Stock Number
Transport carts		
Vivarium warehouse key		
MBP Mouse Work Order sheet		
OptiMICE caging system		

Protocol:

Daily Tasks – Refer to MBPVIV-20-105 Daily Observations/Action for further details

- 1.1 Receipt of mice from commercial vendors
 - 1.1.1 Mice arriving from the following commercial vendors of mice are considered “clean”:
 - Charles River Laboratory
 - Harlan
 - Taconic
 - The Jackson Laboratory and JAX West
 - 1.1.2 “Clean” mice can be transported through the 2nd Street Facility with minimal chances of spreading potential pathogens to laboratory areas.
 - 1.1.3 Upon arrival, inspect transport crates for signs of damage or compromise; do not accept damaged items.
 - 1.1.4 If crates are in good condition, sign for receipt and place crates on transport carts.
 - 1.1.5 Place receipts in Vivarium mailbox .
 - 1.1.6 Move crates to L2.

- 1.1.7 Vivarium personnel will move crates into Vivarium (See procedure below).
- 1.2 Receipt of mice from couriers (“Imports”)
 - 1.2.1 Shipments of mice from couriers are call “Imports” and are considered “dirty”; imports may be domestic or international.
 - 1.2.2 “Dirty” mice harbor potential mouse pathogens, and **are not** to be transported through the 2nd Street Facility or laboratory areas.
 - 1.2.3 Upon arrival, inspect transport crates for signs of damage or compromise; document damage with courier.
 - 1.2.4 Sign for receipt.
 - 1.2.5 Immediately move transport crates to Vivarium warehouse, located on the West side of the building.
 - 1.2.6 Place transport crates on shelf at designated location in warehouse; see signage on wall designating shelf.
 - 1.2.7 Place receipts in Vivarium mailbox.
 - 1.2.8 Immediately e-mail mvp@ucdavis.edu and importexport@ucdavis.edu and notify them of the arrival of mice in the warehouse.
 - 1.2.9 Mice will not be permitted to remain in the warehouse overnight; if the mice arrive too late to be unpacked, they will be moved into the 112 Vivarium animal housing room and checked for adequate food and water; they will be unpacked the next morning.
- 1.3 Housing commercial vendor mice
 - 1.3.1 Commercial mice should be moved into their appropriate work room as soon as possible to acclimate to that room’s light cycle.
 - 1.3.2 All manipulation of the mice takes place within the small animal change station to protect the health of the mice and minimize worker exposure to mouse allergens; personnel handling mice are wearing the appropriate personal protective equipment.
 - 1.3.3 Remove packing slip from transport crate.
 - 1.3.4 Under the small animal change station, open transport crate and begin transferring mice to OptiMICE cages.
 - 1.3.5 As mice are transferred to cages; inspect for gender, external wounds; insure that color, gender, age and number of mice in crates matches packing slip; double check that packing slip tag number matches tag number on MBP Mouse Work Order sheet
 - 1.3.6 Refer to MBPVIV-20-110 for number of mice to place in each cage. If unspecified, mice should be housed 5 mice per cage.
 - 1.3.7 After shipments have been unpacked and housed, send an e-mail to mvp@ucdavis.edu; mcr1@ucdavis.edu, mtgl@ucdavis.edu; and other individuals as needed, to indicate that the correct number, age, gender and strain of mice have arrived.
 - 1.3.8 Give packing slips to appropriate personnel.
- 1.4 Housing import mice
 - 1.4.1 Import mice should be moved into Rm 112 (Importation) as soon as feasible after arrival, especially during warm summer months.
 - 1.4.2 Import mice should be manipulated towards the end of the day, as workers cannot go back into other mouse workrooms after having been in Rm 112.
 - 1.4.3 All manipulation of the mice takes place within the small animal change station to protect the health of the mice and minimize worker exposure to mouse allergens; personnel handling mice are wearing the appropriate personal protective equipment.
 - 1.4.4 Remove packing slip from transport crate.

- 1.4.5 Under the small animal change station, open transport crate and begin transferring mice to OptiMICE cages.
- 1.4.6 As mice are transferred to cages; inspect for gender, external wounds; insure that color, gender, age and number of mice in crates matches packing slip; double check that packing slip tag number matches tag number on MBP Mouse Work Order sheet; collect small tail snips for genotyping as needed.
- 1.4.7 Mice should be housed no more than 5 animals per cage.
- 1.4.8 After shipments have been unpacked and housed, send an e-mail to mvp@ucdavis.edu; mcri@ucdavis.edu, mtgl@ucdavis.edu; importexport@ucdavis.edu; service@komp.org; mmrrc@ucdavis.edu and other individuals as needed, to indicate that the correct number, age, gender and strain of mice have arrived.
- 1.4.9 Give packing slips to appropriate personnel.