**Import Guidance**

* Approval to introduce rodents into any BVS facility within the University is based on the health status of the source facility.
* Before arranging import from overseas, please check availability of the strain within the UK by using search tools such as the mouse locator (<https://mouse-locator.crick.ac.uk/>) and <http://www.findmice.org>
* The policy for some BVS facilities is to receive animals only via embryo rederivation or from approved commercial sources.
* Please check with your coordinator for local importation policies.
* It is preferable to import frozen embryos or sperm to avoid transport welfare issues and reduce risk of introduction of rodent pathogens.

**Please fill in a separate form for each strain of animal you wish to bring into the unit and submit to the BVS Import/Export coordinator:** **bvsimports@ed.ac.uk** **for processing.**

**N.B. No animals will be allowed entry until this form has been submitted and NVS permission has been granted.**

**Please note that there is a handling fee for all imports.**

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| **A. Receiver** | University of Edinburgh | **B. Sender** |  |
| Department: |  | Department: |  |
| Investigator: |  | Investigator: |  |
| Email: |  | Email: |  |
| Phone:  |  | Phone:  |  |
| Lab Contact: |  | Lab Contact: |  |
| Email: |  | Email: |  |
| Phone:  |  | Phone: |  |
| Veterinarian: | NVS | Veterinarian: |  |
| Email Address: | erf@ed.ac.uk  | Email Address: |  |
| Phone:  |  | Phone: |  |
| Import Coordinator: | Kerry Lavin-Thomson | Export Coordinator: |  |
| Email:  | bvsimports@ed.ac.uk | Email: |  |
| Phone:  | +44 (0) 131 651 1457 | Phone: |  |
| Animal Facility Shipping Address: |  | Animal Facility Shipping Address: |  |

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| ***For internal use only*** |
| ***NVS REVIEW***  |
| *PERMISSION FOR RECEIPT:* | GRANTED / REFUSED |
| *COMMENTS/RECOMMENDATIONS FOR HOUSING AND QUARANTINE PROCEDURE:* |
|  |
| *DATE & SIGNATURE* |  |  |

N.B.: This form is valid for 3 months only

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| **C. Project Details** |
| **Preferred receiving unit** LFR, WGH, HRB, GSQ, IRR, ROS, ASH, CRM |  |
| **Receiving PPL**holder name and number |  |
| **Charge to** tick@lab project code to use for import-associated costs |  |
| **Reason for not importing frozen embryos or sperm?** Benefits- avoid transport welfare issues/reduce the risk of introduction of rodent pathogens? |  |
| **Reason for transfer if coming from abroad** e.g., unavailable in the UK, collaboration with another University |  |
| **Species** |  |
| **Background Strain** Must be the same as tick@labSect D belowSpecify the sub strain, give the supplier if known (e.g., Charles River). 'Mixed' is also okay. |  |
| **Line Name** This will be the name printed on the cage card & shown in tick@lab. Characters NOT allowed are: \ /? \* [] Please limit the name to **20 characters** or less |  |
| **MGI, JAX or RGD number**If your line is listed in the MGI, JAX or RGD database |  |
| **Animal/Sample Details**number, sex and date of birthsperm/embryos: number of straws imported |  |
| **What will the imported animals be used for?**a) breeding to establish a new line b) single experiment only |  |

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| **D: Breeding line information for adding line to tick@lab (with completed example in Orange)** |
| **Instructions for completing this form**1. **Sections that contain RED text are essential, this info is required before we can upload your data for you.**
2. **The non-mandatory information is for info only, but is VERY useful, and we encourage you to supply it though it can be added later.**
3. **Orange cell are included as an example only.**
 |
| **Background Strain**  |
| **MANDATORY**Describe the genetic background of this line – including the full sub strain description (“C57BL/6” is not enough). Give the supplier if known (e.g., Charles River). 'Mixed' is also okay. | C57BL/6JOlaHsd |  |
| **Description of Traits/Genetic Modifications; Field in tick@lab: Description** |
| Describe in plain text the changes made in each transgenic or mutant line. | A genomic fragment containing exon 2 was replaced by a neomycin resistance cassette. The protein was not detectable in plasma by Ouchterlony double-immunodiffusion tests in homozygous mice. |  |
| **Technical Scientific Name** |
| Full systematic name, or the name used in the literature to describe this breeding line. | B6.129P2-*Apoa1tm1Unc*/J |  |
| **Originating Establishment / Source** |
| Where did this breeding line originate? | Jackson Labs |  |
| **Original publication; Field in tick@lab: Additional Information** |
| Include full citation and PubMed ID please. | Williamson R; Lee D; Hagaman J; Maeda N. (1992). Proc Natl Acad Sci U S A: **89** (15) 7134-8. PubMed: 1496008 |  |
| **Line Established** |
| MANDATORYFor new transgenics, from what date was the line transmitting (DoB of first generation).For established lines leave this BLANK |  |  |
| **Name of the TEAM & responsible person the line should be assigned to:** |
| MANDATORYWhich **TEAM** should this line be assigned to? | J. Jones |  |
| **Responsible person:** Which member of the TEAM will be responsible for managing this line? | J. Doe |  |
| **Genotyping information:** |
| **Locus Name (1)****MANDATORY**Name each allele for where you determine the genotype. Name it as you want it to appear on the cage card (short gene names are good). Do not include the result of the genotype assay (see next). | Apoa1 |  |
| **Possible Genotypes (1)****MANDATORY**List all the possible genotyping outcomes for each allele, separated by commas. For example: 'wt', 'het', 'hom' ‘pos’, ‘neg’, ‘Wt/Wt’, ‘Tg/Wt’, ‘Tg/Tg’, or ‘n.d.’ | wt, het, hom |  |
| And so on for each separate allele in this breeding line. |
| **Locus Name (2)** | And so on |  |
| **Possible Genotypes (2)** | And so on |  |
| **Numbering Scheme**Choose from: * linear series
* X-Y.Z (X = animal ID, Y = Mating, Z = Litter)
* alternate (sex)
 | linear series |  |

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| **E. Scientific justification for genetically modified lines:**This information will be used to create the GA appendix on Tick@lab. This a mandatory requirement for the Home Office. |
| 1. **Background -** Please give details about the specific genetic alteration/mutation and how the gene of interest fits with the scientific aims
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| 1. **Objectives -** Please provide information about how this strain will be used to achieve the scientific objectives outlined in the relevant PPL/programme of work and what potential benefits might derive from this work
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| 1. **List all (predicted) phenotypes**, including **adverse effects** and **observable traits/abnormalities** that have potential welfare implications, together with welfare assessment advice (if appropriate) and a time scale of when these effects can be observed. Examples include developmental and behavioural defects; physical abnormalities; homozygous lethality, or incidence of unexpected death and immune status (if immunocompromised, or susceptible to specific parasites, bacteria etc).
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| 1. List remedial actions/husbandry requirements for all adverse effects/observable traits detailed above and relevant humane endpoints.
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| 1. **Prospective severity of the breeding protocol**

(mild/moderate) |
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