**REQUEST TO IMPORT ANIMALS**

**All fields in this form must be completed, indicate n/a if not applicable**.

Please email this form to Animal.Shipments@anu.edu.au

***Introductions to Level 3 of Hugh Ennor Building:***

*All rodent introductions destined for Level 3 of the Hugh Ennor Building require rederivation unless from a pre-approved vendor. This service is provided in house and the costs associated with the rederivation are nil for ANU researchers. For external researchers this procedure will be quoted for and the import will not proceed without acceptance of charges.*

***Introductions to Level 2 of Hugh Ennor Building:***

*The Australian Phenomics Facility has introduced the ability to provide “direct imports” into Level 2 of the Hugh Ennor Building. If you are interested in accessing this service please read the information on the web page, as the following health standards need to be met:*

*Health Reports*

* *2 years of health reports from the facility of origin (Must include a minimum of 2 full panels i.e. serology, bacteriology, parasitology)*
* *Serology and parasitology report from the last 3 months*
* *Must be specific to the room the animals are currently housed in*
* *Must include more than 1 animal having been screened*

*History and Strain Information*

* *The history and strain information form must be completed in full. The Australian Phenomics Facility will not proceed with arranging the import until this information is prpvided.*

*If your strain is unable to satisfy the above requirements your strain can be imported and rederived to level 3 with the rederivation sessions performed without cost to ANU researchers. Third party charges and cage costs are invoiced as per the Australian Phenomics Facility Charging Document. Mice may then be transferred or sent down to level 2 as required for use.*

***Rederivation of a strain currently housed in Satellite Facilities:***

*For those researchers with strains currently housed in satellite facilities please fill out sections 1, 2, 4, 5, 6, 7, 9 and 10 to start the process of getting the strain into the Hugh Ennor Building.*

***Please note:*** *If accepted the following paper work will be required* ***prior*** *to the mice entering APF:* 1. Health Certificate – all rodents

1. MTA – For applicable strains
2. Department of Agriculture forms -International Imports
3. Signed Quote

|  |  |
| --- | --- |
| **1. Personal Data** |  |
| **Date of Request** |  |
| **Full name of person requesting animals** |  |
| **Department** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Fax Number** |  |
| **2. Application Data** |  |
| **What are you applying for?** *(Direct Import, Rederivation into L2 or 3 of Hugh Ennor)* |  |
| **3. Suppliers Data** |  |
| **Establishment where animals are to be sourced from** |  |
| **Contact name** |  |
| **Contact Email Address** |  |
| **Exact Building Address of animals to assist couriers** |  |
| **Is a Material Transfer Agreement required for this strain? If yes, please provide a copy.**  *(Please attach or fax to 02 6125 1381)* |  |
| 4. Strain Data |  |
| **Strain Name**  *(As used in donor’s laboratory***)** |  |
| **Strain Creator**  *(Please attach relevant references)* |  |
| **Genetic background of original founder strain** *(including substrain ie J or Crl)* |  |
| **Current Background strain**  *(including substrain ie J or Crl)* |  |
| **Number of generations backcrossed to background strain**  *(If applicable and known)* |  |
| **Strain Development**  *(Summarize the breeding history from original mutant mouse to current background)* |  |
| **Is the Strain Genetically Modified?** |  |
| **Affected Locus/Gene(s)** |  |
| **Basic genetic modification** Eg: KO; KI; Tg |  |
| **Briefly describe the genetic alteration(s)**  *(For example: a neo cassette was inserted into exon 1)* |  |
| **Genotyping Method** |  |
| **Genotyping Frequency**  *(continual genotyping, breeders only or specific request)* |  |
| **Briefly describe the genotype** |  |
| **PCR assays required** *(please attach details including original paper, ask for control samples to be supplied)* |  |
| **Coat Colour of the strain** |  |
| **Eye Colour of the strain** |  |
| **Phenotype, if any** |  |
| **Breeding regime** *(if to be bred at APF)* |  |
| **Special husbandry requirements, if any** |  |
| **5. Experiment Data** |  |
| **End date of Experiment** *(if no fixed end date print Ongoing)* |  |
| **Genotype of mice required for research** |  |
| **How many mice are required weekly/monthly** |  |
| **Will you allow others to use the strain?** |  |
| **Please briefly detail the experiments that will be carried out using this strain** *(please include special room or equipment requirements and any biological agents being used)* |  |
| 6. Ethical Approval |  |
| **AEEC Protocol number to cover the use of the mice** |  |
| 7. OGTR Compliance |  |
| **NLRD number if animals are genetically modified** |  |
| **8. Shipment Data** |  |
| **Have the animals been set aside?** |  |
| **Age, Sex and Number of Animals Required** |  |
| **Transport to be arranged by APF?** |  |
| **Date of Preferred Shipment** |  |
| **9. Cost Recovery of Shipment Data** |  |
| **Invoice Details**  *Please supply FULL invoice details, or Musterer Project code or grant number if internal charging applies* |  |
| **10. Rederivation Data** |  |
| **Would you like this strain to be rederived as homozygote or heterozygote?** |  |
| **Who is responsible for the Rederivation costs?**  *(Please indicate who the quote should be emailed to NOTE: We also require the email of the person responsible for the grant this will be paid from as we will be checking prior to import that the funds are available for this service)* |  |
| **Invoice Details**  *Please supply FULL invoice details, or Musterer Project code or grant number if internal charging applies* |  |