

## Steps for Fecal/Fur Collection and Submission for ALL Transfers into Gladstone and Behavioral Core

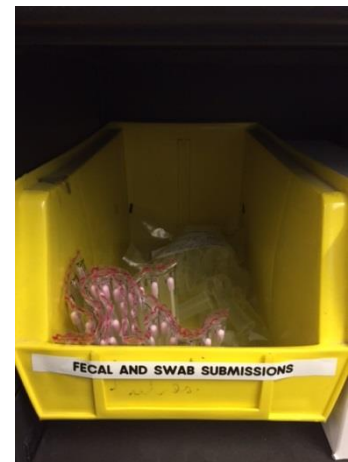
*These instructions outline the actions lab staff is required to take for transfer of cages outside of Gladstone barrier to any Gladstone barrier rooms. This additional testing will also apply to any transfer requests within Gladstone barrier to Gladstone behavioral core. For any questions, please email [healthcheck@ucsf.edu](mailto:healthcheck@ucsf.edu).*

**Please note:** This additional testing will delay processing of transfers to the Gladstone facility and to the Gladstone Behavioral Core. Please allow for an additional 10 business days when placing your transfer request.

1. Enter transfer request via RIO online at <https://rio.ucsf.edu>
2. Ensure you have the following materials for fecal/fur collection: 1.7 mL eppendorf snap top tube(s), sticky-tipped fur swabs, 5mL snap top tube(s), transparent small ziplock bag, and sharpie fine tip marker (see pictures below).



3. Sticky-tipped fur swabs and 5mL snap tubes can be obtained from these areas:
  - **Parnassus** → **vet nurse office** in the Medical Sciences building, **room # S394A**. Swabs and 5mL snap tube will be in yellow box on gray shelf when you enter the office on your left.



- **Mission Bay** → **Rock Hall LARC office- 1550 4th street, room # RH139**. Swabs and 5mL snap tubes will be in mail box outside office (see pictures on page 2 for directions).
  - **Gladstone** → **Sid Espineda's office- 1650 Owens Street, 6<sup>th</sup> floor outside barrier**. Swabs and 5mL snap tubes will be on top of Sid's desk in the office.
4. **Fecal Collection:** For each cage listed in transfer request, lab personnel will collect **1** fecal pellets (the fresher the better!) from each cage and place in 1.7mL eppendorf tube (**pool up to 10 pieces of feces per tube only**). Pooling samples reduces

costs so for this reason DO NOT send one fecal tube per cage. Instead feces from each cage will be pooled together in the same tube (place **max 10 feces per tube**).

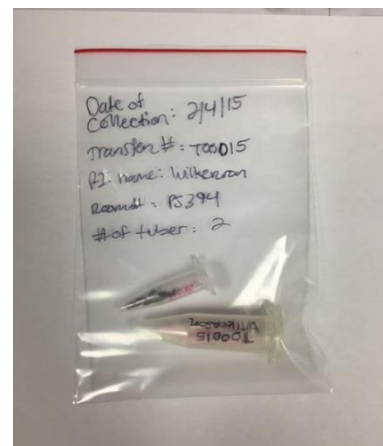
5. **Fur swab collection:** For each cage, lab personnel will also collect 1 fur swab per cage. With the pink “sticky” part of swab, swab the entire body going against the direction of hair growth (from base of tail to head). Be sure to swab around ears, under chin, base of neck, stomach, and base of tail. You may swab all mice in one cage with the same swab but use different swabs for each cage (**pool up to 10 swabs per 5mL tube only**). When finished swabbing, insert the swab halfway into a 5mL tube, close the tube lid against the swab shaft and pull down on the swab shaft to break the shaft. The tip end will fall into the tube and the tube can be capped. Pooling samples reduces costs so for this reason DO NOT send one swab tube per cage. Instead fur swabs from each cage will be pooled together in the same tube (place **max 10 swabs per tube**).
6. Label pooled fecal tube and pooled fur swab tube with transfer number.



6. Place labeled tubes in clear ziplock bag and label bag with date of fecal/fur collection, transfer number, investigator name, room number at current location, total fecal and fur swab tubes and your contact information.

7. For transfers coming from:

- **PSB barrier**→ lab staff should bring down samples to **vet nurse office** in the Medical Sciences building, **room # S394A**. Place samples in yellow box on gray shelf when you enter the office on your left (see pictures in step 3).
- **Mission Bay** barrier facilities→ lab staff should bring samples to **Rock Hall LARC office- 1550 4th street, room # RH139** and place in mail box (see pictures below)
- **Gladstone** barrier facilities→ lab staff should bring samples to **Sid Espineda's office- 1650 Owens Street, 6<sup>th</sup> floor outside barrier** and leave on top of his desk.



#### Directions to LARC office at Mission Bay



1- Use entrance near neuroscience courtyard



2 – Open doors. No badge access needed.



3- Show UCSF badge to security guard



8. After dropping off your samples send an email to OR health check ([healthcheck@ucsf.edu](mailto:healthcheck@ucsf.edu)) when samples are ready for pick up. Include in email: date of sample collection, room number of current location, number of fecal and fur swab tube(s), investigator name, transfer number and your contact information.
9. Rodent nurse for designate area will pick-up samples and ship samples off **every Monday and Wednesday** for RUSH Fur mite/Pinworm PCR testing at Charles River.
10. If you drop off samples and send an email prior to or **by 1pm Monday** then samples will be shipped that same **Monday** but if it is dropped off any later than this time then samples will be shipped **Wednesday** instead. **All samples must be in latest by Wednesday at 1pm.** Otherwise, samples will be shipped out the **following week on Monday.**
11. Once results have returned back negative, an automated email message from business office will then notify LARC and lab personnel that cage(s) are ready for transfer to Gladstone facility.