

Steps for Fecal/Fur Collection and Submission

The LARC room you have requested animals transfer into requires additional screening before the transfer can be approved. These instructions outline the actions lab staff is required to take for transfer of cages. For any questions, email healthcheck@ucsf.edu.

Please note: This additional testing will delay processing of transfers to the requested facility. 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: 2mL eppendorf top tube(s), sterile flocked swab(s), 5mL snap top tube(s), transparent small ziplock bag, and sharpie fine tip marker (see pictures below).



3. Sterile flocked swabs and tubes can be obtained from these areas:

- **Parnassus** → **vet nurse office** in the Medical Sciences building, **room # S394**. Swabs and tubes 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 tubes will be in mail box outside office (see pictures on page 2 for directions) or request from LARC vet nurse team by emailing healthcheck@ucsf.edu
 - **Gladstone** → **Sid Espineda's office- 1650 Owens Street, 6th floor outside barrier**. Swabs and 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 pellet (the fresher the better!) from each cage and place in 2mL eppendorf tube (**pool up to 5 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 5 feces per tube**).

5. **Fur swab collection:** For each cage, lab personnel will also collect 1 fur swab per cage. Using a sterile, dry flocked swab, thoroughly swab the fur against the direction of the hair coat of the animal. It is important to swab around the face, back, tail base, and belly for the best results. You may swab all mice in one cage with the same swab but use different swabs for each cage (**pool up to 5 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 5 swabs per tube**).

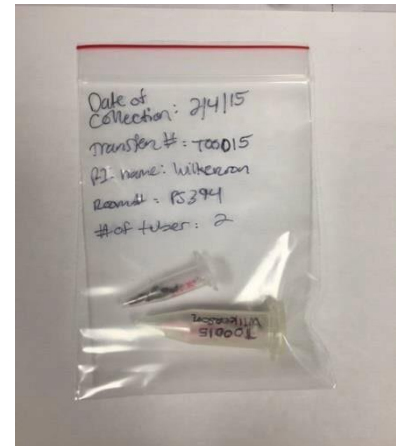
6. Label pooled fecal tube and pooled fur swab tube with transfer number.



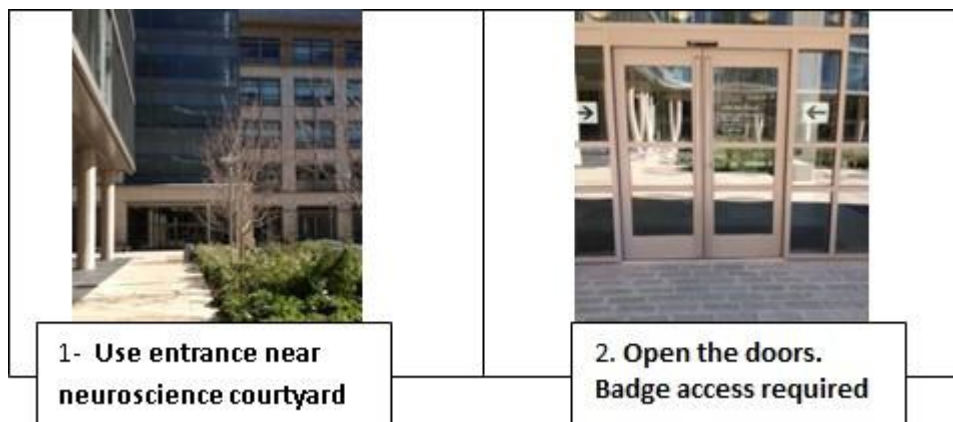
7. Place labeled tubes in clear ziplock bag and label bag with date of fecal/fur collection, transfer number, investigator name, room number at current location, total fecal and fur swab tubes and your contact information.

8. For transfers coming from:

- a. **PSB barrier** → lab staff should bring down samples to **vet nurse office** in the Medical Sciences building, **room # S394**. Place samples in yellow box on gray shelf when you enter the office on your left (see pictures in step 3).
- b. **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) or can deliver them to your LARC vet nurse for your facility.
- c. **Gladstone barrier facilities** → lab staff should bring samples to **Sid Espineda's office- 1650 Owens Street, 6th floor outside barrier** and leave on top of his desk.



Directions to LARC office at Mission Bay





9. After dropping off your samples send an email to OR health check (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.
10. Rodent nurse for designate area will pick-up samples and ship samples off **Monday through Friday** for Furmite/Pinworm PCR testing at VRL Diagnostics.
11. **Please drop off** samples to designated drop-off locations (see step 8) **by 1pm** Monday-Friday. If samples are dropped off after 1pm then they will be shipped the next business day instead.
12. 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.