RODENT STRAIN IMPORT REQUEST FORM

Instructions: Please fill in the form and verify the Terms and Conditions at the end. One form per strain. Depending on the animal facility where you want to house your animals, either send the form to KM-A(djur-kmb@km.ki.se), KM-B (djur-kmb@km.ki.se), KM-F (afl-djurbestallning@km.ki.se.), or KM-W (johannes.wilbertz@ki.se). Enclose a PDF copy of the full animal ethics permit and health report. If any questions, please contact us using the e-mails above. Any missing or partial information might result in delays or failure to process the request.

Contact information

Principal investigator (PI):	**Department:**
E-mail:	**Phone:**
Contact person (if different from PI):	**Department:**
E-mail:	**Phone:**

Billing information

Purchase reference (ZZ code):	**Agresso project number:**

Requested animal facility for housing

Animal facility:

Rodent strain information

Full official strain name (if assigned): **Short alternative name (if used):**

Background strain (if known):

Phenotype information

Describe any phenotype that could affect the well-being of the animals:

Husbandry information

Describe any special requirements regarding housing conditions, breeding, surveillance of animal welfare, special diets, etc.:

Status of the strain to be imported

Status:

Live Animals ☐ **Cauda epididymis** ☐ **Frozen embryos** ☐ **Frozen sperms** ☐

If live animals, please provide additional info:

Sex:	**Quantity:**	**Date of birth(s):**	**Genotype(s)**	**Coat color:**
Male ☐				
Female ☐				

Exporting facility

University/Institute/Company:	**Department/Facility:**	**Room/unit:**
Street address/P.O. box:	**Postal/ZIP code:**	**City:**
State:	**Country:**	
Contact person:	**E-mail:**	**Phone:**

Animal ethics permit

Permit number:	**Expiry date:**
Ethics permit holder:	**PDF copy enclosed (check):** ☐

Health certificate

Please supply a health certificate from the facility where animals are/were housed. Applies both to live animals and fresh/frozen biological material at the time taken from the animals. The certificate must not be older than 3 months and cover 18 months retrospectively from the relevant time point depending on live/fresh or frozen material.

PDF copy enclosed (check): ☐

Additional information

Please provide any other information of relevance for the import:

Office use only (leave blank)

Veterinarian's assessment of health status:

Decision: Direct import ☐ Quarantine ☐ Rederivation ☐ Denied ☐

Name: **Date:** **Signature:**

Animal Welfare Officer's assessment of ethics permit:

Decision: Approved ☐ Denied ☐

Name: **Date:** **Signature:**

Facility curator's assessment of space availability:

Decision: Approved ☐ Denied ☐

Name: **Date:** **Signature:**

Terms and Conditions

Please carefully read the Terms and Conditions of this Agreement between the relevant Comparative Medicine animal facility (hereafter named 'KM-Facility') and the research group (hereafter named 'the Customer') for import of live animals or fresh/frozen embryos or gametes to be rederived into live animals (hereafter named 'the Material'). *The principal investigator agrees to these Terms and Conditions by ticking the box in the end of the text.*

1. The import request must always first be approved before initiating shipment of any Material. The approval is based on assessment of the Material's health status, the Customer's ethics permit, and the KM-Facility's space availability. Unauthorized imports are strictly prohibited and may result in immediate termination of the Material upon arrival at the expense of the Customer.
2. The Customer is responsible for obtaining and providing the relevant health status and animal ethic permit documents for the Material as requested. Missing or partial information may result in delays or failure of approving the import.
3. Based on the assessment described in point 1 above, the outcome of the import request may be either of four main alternatives: a) direct import, b) import with quarantine, c) import followed by rederivation via embryo transfer, or d) rejection.
4. If the outcome is quarantine, the animals will first be received and housed at Portalen at KM-W. The length of the quarantine period depends on the health status of the imported Material after which the animals will be released to the Customer after satisfactory microbial testing. If the health status after the quarantine is not acceptable, the options left then usually are either termination of the Material or to make a rederivation via embryo transfer to cleanse the Material from unwanted pathogens.
5. If the outcome is rederivation by embryo transfer, any animals will also first be received and housed at Portalen until rederivation can be performed by KCTT at KM-W. For incoming Material with unknown or unsatisfactory health status or from a facility with an insufficient health monitoring program, microbial testing will be performed before animals are released. The method and extent of testing depends on the associated health status report of the incoming Material and is determined by the designated veterinarian based on current best practice. The offspring of the Material will be transferred to the Customer as soon as possible after satisfactory test results have been obtained. The original live Material will be terminated.
6. The humane endpoint ('avbrytningspunkt') specified in the animal ethics permit associated with the imported Material will be used to decide whether to sacrifice an animal with any observed illness. In such a case, attempts to contact the Customer will be made but if unsuccessful and the situation is judged to be urgent, any necessary action needed to comply with animal welfare regulations will be taken including sacrificing the Material or its offspring.
7. In addition to the cost of the specific service requested, any additional cost associated with the service (packaging & shipping, animal housing, mice purchased, any necessary health testing, etc.) will normally be charged to the Customer unless already included in the service price or otherwise agreed upon.
8. The Material remain the property of the Customer and will not be distributed to third parties without the written consent by the Customer. Any associated MTA of the Material will remain in effect.

I have read and agree to the Terms and Conditions: ☐

PI name: **Date:**