
1. PURPOSE

This Standard Operating Procedure (SOP) describes the procedures for testing of Cercopithecine herpesvirus 1 (herpesvirus simiae, herpes B or monkey B virus) in macaques.

2. RESPONSIBILITY

Veterinary Care staff.

3. MATERIALS

- 3.1. Dry swabs, cotton-tip or synthetic tip
- 3.2. Blood collection materials: syringes, needles, blood collection tubes, dry cards
- 3.3. Sterile 1.5-2ml sample collection tubes, e.g., Eppendorf
- 3.4. Plastic paraffin film (Parafilm®)
- 3.5. 50ml conical tubes
- 3.6. Zip-top biohazard specimen bags
- 3.7. Insulated shipping container, e.g., Styrofoam box, and cardboard box
- 3.8. Bubble wrap
- 3.9. Packing tape
- 3.10. Dry ice, wet ice or ice packs

4. PROCEDURES

- 4.1. Testing by PCR at the National Microbiology Laboratory (NML) of the Public Health Agency of Canada (PHAC):
 - 4.1.1. Sample collection:
 - 4.1.1.1. Collect a minimum of 0.5ml whole blood, cerebrospinal fluid or saliva in sterile sample collection tubes.
 - 4.1.1.2. Alternatively, collect swabs from the sites listed below. Place swabs in sterile conical tubes.
 - Oral cavity
 - Right eye
 - Left eye
 - Genitalia
 - 4.1.2. Sample preparation:
 - 4.1.2.1. Ensure that all specimen tubes are clearly labeled.
 - 4.1.2.2. Liquid samples should be placed in 1.5-2ml tubes, securely sealed with plastic paraffin film and placed in a 50ml conical tube to avoid spilling during shipment.
 - 4.1.2.3. Swabs in conical tubes or conical tubes with liquid samples are placed in a zip-top plastic biohazard specimen bag.
 - 4.1.2.4. Store samples in refrigerator or frozen until being shipped for testing.
 - 4.1.3. Sample submission:
 - 4.1.3.1. Fill the Special Pathogens Requisition Form (<https://rcrsp.canada.ca/gts/reference-diagnostic-test/4781?labId=1021>). Print one copy to send with the shipment, keep a copy.

- 4.1.3.2. Complete a Declaration Letter (Annex 1) with the information on the content of the shipment. Save a copy of the completed form.
- 4.1.3.3. Advise the National Microbiology Laboratory 24 hours prior to shipment by sending a copy of the Requisition form to NML.Special.Pathogens@phac-aspc.gc.ca.
- 4.1.4. Sample Shipment:
- 4.1.4.1. Arrange a courier for next day delivery to:
- Special Pathogens**
National Microbiology Laboratory
1015 Arlington Street,
Winnipeg, MB R3E 3R2
Telephone: (204) 789-6019/7032
- 4.1.4.2. Ship frozen specimens on dry ice and refrigerated samples on wet ice.
- 4.1.4.3. Biohazard specimen bags should be placed in bubble wrap over wet or dry ice an insulated shipping container. Seal container with packing tape.
- 4.1.4.4. Place the sealed Styrofoam box with the samples into a cardboard box.
- 4.1.4.5. Insert documents listed below in a plastic folder and affix to the cardboard box:
- 4.1.4.5.1. Special Pathogens Requisition Form
- 4.1.4.5.2. Declaration Letter
- 4.2. Testing by PCR at Zoologix:
- 4.2.1. Sample collection:
- 4.2.1.1. Collect 0.2 ml cerebrospinal fluid, whole blood in EDTA or fresh, frozen or fixed central nervous system tissue in sterile sample collection tubes. Refrigerate or freeze samples until shipment.
- 4.2.1.2. Liquid samples cerebrospinal fluid or blood can be shipped on dry cards. Spot the liquid on the card and allow to dry as per the instructions printed on the card. Dry cards must be ordered from Zoologix by emailing info@zoologix.com.
- 4.2.1.3. Alternatively obtain swabs from the sites listed below. Place swabs in sterile conical tubes and refrigerate or freeze until shipment.
- Oral cavity
 - Right eye
 - Left eye
 - Genitalia
- 4.2.2. Sample preparation:
- 4.2.2.1. Ensure that all specimen tubes or cards are clearly labeled.
- 4.2.2.2. Securely seal tubes with liquid samples with plastic paraffin film and place in 50ml conical tubes to avoid spilling during shipment.
- 4.2.2.3. Swabs in conical tubes or conical tubes with liquid samples are placed in a zip-top plastic bags.
- 4.2.2.4. Dry cards are sealed inside their plastic pouch.
- 4.2.3. Sample submission:
- 4.2.3.1. Complete a Zoologix requisition form for test code S0078
<http://www.zoologix.com/primate/Orderform.htm>
- 4.2.3.2. Complete a Declaration Letter (Annex 1) with the information on the content of the shipment. Save a copy of the completed form.

4.2.4. Sample shipment:

4.2.4.1. Ship samples the same day as collected if possible.

4.2.4.2. Arrange a courier for next day delivery to:

Zoologix, Inc.
9811 Owensmouth Ave
Suite 4
Chatsworth CA 91311
USA
Phone: 818-717-8880

4.2.4.3. Most swab samples may be shipped at normal room temperature if less than 3-4 days' transit time is expected.

4.2.4.4. Fixed tissues and dry cards may be shipped at ambient temperature.

4.2.4.5. Ship frozen specimens on dry ice and refrigerated samples on wet ice in an insulated shipping container.

4.2.4.6. When shipping liquid samples enclose enough absorbent material (batting, paper toweling or similar) inside the secondary bag to fully absorb the total volume of all samples should a catastrophic spill occur in transit. Use dunnage if necessary to prevent movement of contents.

4.2.4.7. Seal insulated container with packing tape. Place the sealed insulated container with the samples into a cardboard box. Use labels in Annex 4.

4.2.4.8. Insert documents listed below in a plastic folder and affix to the cardboard box:

4.2.4.8.1. Declaration letter

4.2.4.8.2. Zoologix import permit (example in Annex 2)

4.2.4.8.3. Zoologix CDC permit (example in Annex 3)

4.2.4.8.4. Zoologix requisition form

4.3. Testing by serology (ELISA) at Zoologix:

4.3.1. Collect 0.5ml whole blood in EDTA. Refrigerate until shipment.

4.3.2. Place tubes in a zip-top plastic bag.

4.3.3. Follow sample shipping instructions in section 4.2.4.

SOP REVISION HISTORY

DATE	PREVIOUS VERSION	NEW VERSION
18.03.21	4.2.4.8.2. Zoologix import permit (Annex 2) 4.2.4.8.3. Zoologix CDC permit (Annex 3)	4.2.4.8.2. Zoologix import permit (example in Annex 2) 4.2.4.8.3. Zoologix CDC permit (example in Annex 3)



Comparative Medicine & Animal Resources Centre
McGill University
McIntyre Medical Sciences Building

3655 Promenade Sir-William-Osler
Room 1416
Montreal, Quebec, H3G 1Y6

Tel: 514-398-3510
Fax: 514- 398-7283

[DATE]

To Whom It May Concern,

The package with [Courier Name] [Waybill number] is being sent to the [Testing Laboratory] in [Province/State and Country].

- It contains [number and type] specimens from a [species] macaque used in biomedical research.
- The specimens are for *in vitro* diagnostic use only.
- The specimens do not come from a laboratory that works with exotic viruses affecting avian species or livestock.
- The specimens are not recombinant.
- The samples are for research purposes only, not for trade or sale.

[Veterinarian Full Signature and address]



DEPARTMENT OF THE INTERIOR
 U.S. FISH AND WILDLIFE SERVICE
 OFFICE OF LAW ENFORCEMENT
 2800 Cottage Way, W-2928
 Sacramento, CA 95825

FEDERAL FISH AND WILDLIFE PERMIT

1. PERMITTEE

ZOOLOGIX, INC.
 9811 OWENSMOUTH AVENUE, SUITE 4
 CHATSWORTH, CA 91311
 U.S.A.

2. AUTHORITY-STATUTES
 16 USC 1538 (d)

REGULATIONS
 50 CFR PART 13
 50 CFR PART 14

3. NUMBER
LE108468-0

4. RENEWABLE
 YES
 NO

5. MAY COPY
 YES
 NO

EFFECTIVE
 07/01/2016

7. EXPIRES
 06/30/2017

8. NAME AND TITLE OF PRINCIPAL OFFICER (If #1 is a business)
 STEVEN LLOYD
 CEO

9. TYPE OF PERMIT
 IMPORT/EXPORT LICENSE

10. LOCATION WHERE AUTHORIZED ACTIVITY MAY BE CONDUCTED
 ANY DESIGNATED PORT PER 50 CFR 14

11. CONDITIONS AND AUTHORIZATIONS:

A. GENERAL CONDITIONS SET OUT IN SUBPART D OF 50 CFR 13, AND SPECIFIC CONDITIONS SET OUT IN FEDERAL REGULATIONS CITED IN BLOCK #2 ABOVE, ARE HEREBY MADE A PART OF THIS PERMIT. ALL ACTIVITIES AUTHORIZED HEREIN MUST BE CARRIED OUT IN ACCORDANCE WITH AND FOR THE PURPOSES DESCRIBED IN THE APPLICATION SUBMITTED. CONTINUED VALIDITY, OR RENEWAL, OF THIS PERMIT IS SUBJECT TO COMPLYING FULLY WITH ALL APPLICABLE CONDITIONS, INCLUDING THE FILING OF ALL REQUIRED INFORMATION AND REPORTS.

B. THE VALIDITY OF THIS PERMIT IS ALSO CONDITIONED UPON STRICT COMPLIANCE WITH ALL APPLICABLE FOREIGN, STATE, LOCAL, TRIBAL, OR OTHER FEDERAL LAW.

C. VALID FOR USE BY PERMITTEE NAMED ABOVE.

D. Licensee is responsible for renewing renewal of license at least 30 days prior to the expiration date as outlined in 50 CFR 13. Service Law Enforcement Office will not clear shipments presented for import or export under expired licenses.

E. Licensee is authorized to import/export wildlife and/or wildlife products at the port(s) specified in Block 10.

F. Licensee must comply with all import/export procedures as outlined in 50 CFR 14.

ADDITIONAL CONDITIONS AND AUTHORIZATIONS ALSO APPLY

12. REPORTING REQUIREMENTS

LICENSEE IS REQUIRED TO MAINTAIN RECORDS PER 50 CFR 14
 ACCEPTANCE OF THIS LICENSE AUTHORIZES INSPECTION PER 50 CFR 13

ISSUED BY

TITLE

LEGAL INSTRUMENT EXAMINER, REGION 8 PH: 916-414-6660

DATE

05/24/2016

EXAMPLE



IMPORTATION OR TRANSFER AUTHORIZED BY

PHS Permit No. _____

Expiration Date _____

TO:



DO NOT OPEN INTRANSIT

BIOMEDICAL MATERIALS
ETIOLOGICAL AGENTS OR VECTORS

NOTICE TO CARRIER: If inspection on arrival in U.S. reveals evidence of damage, leakage, or suspected contamination involving an infectious substance, immediately notify: DOT National Response Center 1-800-424-8802.

CDC 0.1007 3/2008



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Expiration Date _____

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