



How to Ship Rodents to Another Institution SOP 22.2

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SUMMARY OF PROCESS:

1. Lab submits a rodent export form to the Animal Facility Manager.
2. Animal Facility Manager generates health reports and sends them to the receiving institution.
3. DELAY OFTEN HAPPENS HERE WHILE WE WAIT FOR APPROVAL OR NEGOTIATE. IT IS HELPFUL IF YOU STAY IN CONTACT WITH YOUR COLLEAGUES AT THE OTHER INSTITUTION
4. The receiving institution veterinarian notifies our Animal Facility Manager of approval to ship
5. The Animal Facility Manager will notify you of approval and will ask you to verify the details of your shipment and to mark your cages with "For export" cage cards. The cards are available from the Animal Facility Manager..
6. MSU veterinarian inspects animals,
7. The Animal Facility Manager prepares shipping boxes and notifies investigators of ship date. PLEASE NOTE: This usually takes a minimum of one week.
8. Lab collects shipping boxes, packs animals and delivers them to the animal facility manager.

PROCEDURE *IN DETAIL* – please read carefully:

1. Submit the rodent export form to the Animal Facility Manager. Please fill out all the contact information, particularly whom we should contact in the event of questions. Please be sure to provide genotype information (not just C57BL/6) and note if there are special handling or housing requirements on the form to avoid accidents at the receiving end.
2. The Animal Facility Manager will generate colony health information for the shipment and supply it to the receiving institution.
3. Once the receiving institution has approved the shipment you will be asked to clearly label the cages to be shipped using the "for export" cards available from the Animal Facility Manager. Once approval to ship is received, the veterinarian will do health checks and complete any necessary testing. In addition, shipping crates will be prepared.. At this time a ship date will be determined.
4. It is the lab's responsibility to pack up the animals on the designated shipment date.

Instructions for loading animals for transport

Under the hood:

1. Spray the outside of the shipping box with PREEMPT.
2. Lift the hinged door on top of the crate.
3. Spray the gel pack with PREEMPT. Cut the top of the gel pack open and slide it out of the plastic pack. For crates with two compartments, split the gel pack in two and place ½ the gel pack in each compartment of the crate. Throw away the plastic pouch.
4. Put the animals in the appropriate compartment(s). Separate animals from different cages in different compartments.
5. Close the lid. (Note: In a divided crate please be sure the divider fits in the slot of the hinged lid.)

Be sure to attach cage cards (not just the "for export" cards) to the appropriate section of each crate. Give the loaded crates to the Animal Facility Manager.

NOTE: Air shipments cannot normally take place when temperatures are expected to exceed 85°F or fall below 45°F.