

UW Rodent Shipping Checklist

- Submit a completed Request for Rodent Health Monitoring Report form to export@uw.edu. Be aware that the receiving institution may request supplementary testing which can delay shipping approval for several weeks.
- Acquire *written* confirmation from the receiving institution (and country*, if outside the US) that the rodents will be accepted
- Choose your **shipping company** for the rodents. Acquire and fill out any paperwork that the company requires. You may choose the shipping company based on the receiving institution's preferences.
- Check the import requirements for the:
 - Receiving institution
 - Receiving state or country*

***IF SHIPPING INTERNATIONALLY:** Be aware that requirements vary greatly by country, and some require very specific deadlines. Work with the receiving institution AND the country's regulatory agency to determine your needs. Requirements change regularly, so be sure to double check the requirements, even if you've shipped to this country before! Your shipping company is a valuable source of information.

- Choose your billing strategy for shipment:
See detailed instructions on DCM website: Administration > Animal billing > Shipping animals
 - Charge receiving organization directly (establish a 22-XXXX budget to bill organization)
 - Charge your UW budget number and receive reimbursement from receiving investigator/institution
 - Charge your UW budget
- Determine when you would like to ship the animals
 - Contact Animal Husbandry supervisory staff in your animal housing facility **one week before** the shipping date to arrange for autoclaved shipping containers, food and hydration gel
 - Before shipping, notify the receiving institutions' import coordinator of the date the rodents will be shipped and the date they are expected to arrive

NOTE: The research group is responsible for making all shipping arrangements and confirming shipping with the receiving organization, as well as packing and shipping the animals.

- ❑ Contact Veterinary Services to request a Health Certificate (online form or hard copy: <https://depts.washington.edu/compmed/veterinary/vetforms.htm>)
 - ❑ Please allow at least **5 days** for your request to be fulfilled, since a veterinarian must examine each animal prior to shipment
 - ❑ Place blue “Health Certificate Request” cards on all cages to be shipped
 - ❑ Make sure that all paperwork is filled out fully and accurately before submission. Even administrative details cannot be corrected once the form is signed.
 - ❑ **If you are shipping internationally**, be aware that the Health Certificate paperwork may differ depending on the receiving country as well as countries entered en route. The Certificate may also need to be sent to the USDA APHIS State Veterinary office for official US government endorsement. This process takes **at least an additional 36 hours** with overnight shipping. You may also make an appointment with the USDA office to courier or hand-deliver a Health Certificate (already signed by UW Vet Services) for faster turn-around time. All of this **must** be coordinated by the research group.

- ❑ On the day of shipping, package the rodents following SPF procedures. Do NOT pack males and females together and do NOT pack strange males together. Deliver the shipping container(s) to the shipping courier at the pre-arranged pick-up location.