

# UW Rodent Shipping Checklist

PLEASE 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. For uncomplicated domestic shipments, a minimum of 4 weeks should be allowed to complete all steps. International or complex shipments may take considerably longer.

For potential DCM charges related to shipping, please see RATES on the DCM website: <https://www.washington.edu/compmed/rates/>. To receive an estimate of DCM charges, please contact DCM Exports ([export@uw.edu](mailto:export@uw.edu)).

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## Part A. Gain approval to ship.

Submit an Export Request in AOps ([aops.washington.edu](http://aops.washington.edu)). For instructions, please see "How to Submit an Export Request" located in Quick Reference Guides on the DCM website: <https://www.washington.edu/compmed/billing-and-finances/aops/quick-reference-guides/>

There is no charge for submitting an export request, but please be aware that the receiving organization may request supplementary testing which can delay shipping approval for several weeks and incur labor and testing fees.

A Health Monitoring Report and Facility and Monitoring Description will be sent to the receiving organization via Outlook email from DCM Exports ([export@uw.edu](mailto:export@uw.edu)). You will be cc'd in all correspondence.

IMPORTANT: A Health Monitoring Report (issued by DCM Exports) is different from a Health Certificate (issued by Veterinary Services in Part C, below).

Acquire email confirmation from the receiving organization that the rodents will be accepted.

## Part B. Make arrangements to ship.

If you are shipping within the Seattle area, you may request DCM Transport in AOps under the Husbandry tab in "Service Request".

If you are shipping outside the Seattle area, choose a shipping company for the rodents. You may choose the shipping company based on the receiving organization's preferences. Acquire and fill out any paperwork (Customs documents, etc.) that the shipping company requires.

IF SHIPPING INTERNATIONALLY: Be aware that requirements vary greatly by country, and some require very specific deadlines. Work with the shipping company to determine your needs. Requirements may change, so be sure to double check, even if you've shipped to this country before!

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Choose your billing strategy for shipment: See detailed instructions on DCM website:

<https://www.washington.edu/compmed/billing-and-finances/animal-billing/animal-shipping/>

Charge receiving organization directly (establish a 22-XXXX budget to bill organization):

<https://www.washington.edu/compmed/billing-and-finances/animal-billing/off-campus-billing-2/>

OR

Charge your UW budget number and receive reimbursement from the receiving investigator/organization (AOT# is required on the shipping invoice),

OR

Charge your UW budget (AOT# is required on the shipping invoice).

Determine when you would like to ship the animals, and arrange a ship date with the courier. The ship date may be estimated at first, and confirmed later. Please allow at least 2 weeks to complete all the following steps, especially if you are shipping internationally.

Before shipping, notify the receiving organization's import coordinator of the date the animals will be shipped, the courier job number or waybill number, and the date they are expected to arrive. Be sure to cc [export@uw.edu](mailto:export@uw.edu) on this correspondence.

### Part C. Request Health Certificate; complete paperwork.

If you are shipping within the Seattle area, you may request DCM Transport in AOps under the Husbandry tab in "Service Request". A Health Certificate may not be required. Consult with the receiving organization if unsure.

If you are shipping outside the Seattle area, complete a Service Request in AOps for a Health Certificate from Veterinary Services.

IMPORTANT: A Health Certificate (issued by Veterinary Services) is different than a Health Monitoring Report (issued by DCM Exports in Part A, above).

Please allow 5 business days for Veterinary Services to process your request. Requests with less than 5 days' notice will *incur an expedited fee*.

Make sure that all fields in AOps are filled out fully and accurately before submission. Even administrative details cannot be corrected once the Health Certificate is signed.

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- Select your AOps cage card ID numbers and ensure they are the same as the AOps cage card ID numbers within your Export Request. If edits need to be made to AOps cage card ID numbers after submission, contact [exports@uw.edu](mailto:exports@uw.edu).
- Place blue "Health Certificate Request" cards on all cages to be shipped.
  - Verify the correct animals are in the cages and that their identification matches what you submitted on the request form.
  - The Vet Services team will notify you once the animals have been examined by a UW veterinarian and the signed health certificate will be emailed to you from "Oregon Department of Agriculture".
- IF SHIPPING INTERNATIONALLY, be aware that the Health Certificate and Customs 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 in Tumwater, WA for official US government endorsement. This process takes at least an additional 36 hours using overnight FedEx. For faster turnaround time, you may instead make an appointment with the USDA office to courier or personally hand-deliver a Health Certificate (already signed by UW Vet Services). All of this must be coordinated by the research group.

### Part D. Request shipping supplies.

- If you are shipping from a facility on the main UW campus, obtain sterile Jackson (JAX) or Taconic shipping containers from Husbandry by completing a "Manual DCM Caging Supply Request Form" located under FORMS on the DCM website: <https://www.washington.edu/compmed/1962-2/alphabetical-list-of-all-forms/>. Submit it to [dcm\\_supplyorder@uw.edu](mailto:dcm_supplyorder@uw.edu). Allow at least 2 working days for small orders, and a week for larger orders to be fulfilled.
- If you have access to the UW server, the form can be submitted online at <https://www.washington.edu/compmed/animal-resources/online-caging-and-supply-request/>
- If you are shipping from a non-main campus facility (e.g., Brotman, SLU 3.1, Harborview R&T), please email your facility supervisory staff directly to request sterile shipping containers at least a week ahead of your planned shipping date.

### Part E. Package rodents and deliver to shipping courier. Complete AOps entry.

- On the day of shipping, package the rodents in sterile shipping containers following SPF procedures. If this is your first time shipping rodents, request assistance from DCM staff before sealing the shipping container.

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- Include plenty of food, hydration gel pouches sliced open in two places, and nestlet bedding material for several days even if overnight shipping has been arranged.
- Do NOT pack males and females together.
- Do NOT pack strange males together.
- Do NOT pack informational material inside the shipping container. The rodents will quickly shred it.
- Tape Customs documents (if shipping internationally), three copies of the Health Certificate, and any other identifying materials in envelopes (e.g. genotype information) to the outside of the shipping container(s). Write the receiving organization's address in indelible marker on the outside of the shipping containers in case the labels come off during transit.
- Carefully avoid covering the air filters.
- Deliver the shipping container(s) to the shipping courier at the pre-arranged pick-up location and time.
- Notify DCM Exports when you have handed off the animals to the courier.
  - The cage cards will be exported from the AOps system and CANNOT be reactivated once exported.
  - Remove the deactivation strip/s from the cage cards and keep them for your records. (Please note that an Export is the only case where you do not submit deactivation strips to the DCM Main Office.)
  - If you do not notify DCM Exports of the completed export, your cages will remain on census and you will be billed for per diems.

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