

## UW Rodent Shipping Checklist

- Submit a completed Request for Rodent Health Monitoring Report form to [export@uw.edu](mailto:export@uw.edu). The RHMP will send all requested materials to the receiving institution for review.
  
- Acquire email confirmation from the receiving institution that they will accept the shipment.
  
- Choose a shipping company for the animals. You may choose the shipping company based on the receiving institution's preferences. Fill out any paperwork that the shipping company requires.
  - ❖ IF SHIPPING INTERNATIONALLY: Be aware that customs documentation varies greatly by country and can change over time. Work with the shipping company to determine your obligations. The RHMP can assist you, in which case a fee may apply for work performed by DCM veterinarians and/or staff. See below for specific instructions regarding international health certificates.
  
- Decide who will pay for shipping-related costs and select from the options below. (See detailed instructions on DCM website.)
  - ❖ 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.
  
- Coordinate the shipment date with the shipping company and receiving institution, and get pre-approval on any required paperwork. The research group is responsible for the entire shipment process.
  - ❖ Make sure that all shipping paperwork is filled out fully and accurately before submission. Failure to do so may result in a delayed or cancelled shipment.
  
- 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. You may also request shipping containers from your chosen shipping company.

❑ Contact Veterinary Services to request a Health Certificate at least five days before shipment (<https://depts.washington.edu/compmed/veterinary/vetforms.htm>).

- ❖ Place blue “Health Certificate Request” cards on all cages to be shipped. A USDA-authorized DCM veterinarian will examine the rodents for their fitness for travel.
- ❖ IF YOU ARE SHIPPING INTERNATIONALLY, the receiving country’s Health 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 near Olympia to courier or hand deliver a Health Certificate (already signed by UW Vet Services) for faster turn-around time.

❑ On the day of shipping, package the rodents following SPF procedures, and with plenty of food, gel and bedding material. 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 date, time and pick-up location.