

### **Shipping/Exportation of Rodents (mice and rats) from URI to Other Institutions**

To assist investigators in the shipping of animals to other institutions, it is important for the investigator to plan ahead since there are numerous steps that have to be completed by both the sending and receiving institutions. The steps for shipping rodents are outlined below:

#### **Request to Ship:**

1. The investigator must complete a "Rodent Shipping Request Form" to the Comparative Biology Resources Center (CBRC) and IACUC for shipping approval.
2. The investigator must provide complete information about the rodents to be shipped, the receiving institution's contact information, and Attending Veterinarian contact.
3. The investigator and Attending Veterinarian will contact the receiving institution to assure ability to receive the rodents to be shipped.
4. The Attending Veterinarian will provide available health surveillance to the receiving institutions Veterinarian and/or shipping coordinator.
5. If the receiving institution requests additional documentation, health testing, or health certificates, the Attending Veterinarian will work with the investigator to schedule and collect appropriate requested samples, PCR swabs, blood and/or fecal sample collection from their rodent colony. Samples will be sent for diagnostic testing and results will be shared with the receiving institution. All costs incurred for additional testing will be the responsibility of the investigator.
6. After the receiving institution approves the rodent shipment, the Attending Veterinarian, Facility Manager and IACUC Chair must approve the request to ship animals prior to packing and shipment of non-vendor rodents.
7. The receiving institution will coordinate with the CBRC the transport of animals by commercial carrier (e.g. World Courier) and decide which account will be used for payment.
8. Generally, the receiving institution is responsible for payment of shipping costs, unless other arrangements have been made with the investigator.

#### **Packing and Shipment:**

1. The investigator will properly mark the cages to be shipped in the animal room.
2. The investigator and/or CBRC Animal Care Staff (CBRC Staff) will coordinate appropriate packing shipping containers for the rodents to be shipped.
3. Rodents are shipped in pre-sterilized, filtered shipping boxes obtained from commercial vendors.
4. The investigator will coordinate obtaining shipping containers with the CBRC staff. All costs for shipping containers will be the responsibility of the investigator.
5. The CBRC Staff will coordinate with the shipping coordinator of the receiving institution and the shipping carrier to arrange ground or air transportation. The investigator will be contacted regarding the scheduled day of travel suitable for all parties.

6. On the day of shipment, the CBRC staff will work with the investigator staff to properly box all animals. Include necessary nesting material (Nestlets™), fluffy bedding (Enviro-dry™), and water source (e.g. Hydrogel Pouches, 6 or 8 oz. pouch, ClearH2O, Portland, ME). Be sure to open the water source containers to allow easy access by the animals. Boxes will be labeled and all paperwork completed for carrier pick-up.
7. The receiving institution will confirm successful arrival of the animals.

**Receiving/Importation of Rodents (mice and rats) From Other Institutions (i.e. Non-Vendor sources).**

The investigator must provide complete information about the rodents to be shipped to URI from non-vendor institutions. The CBRC must assist investigators in the importation of rodents from other institutions (i.e. non-vendor sources). Prior approval is required from both Attending Veterinarian and IACUC Chair prior to shipment. The steps for importing rodents to URI are outlined below:

**Request for Receiving:**

1. The investigator must complete a “Rodent Shipping Request Form” to the CBRC and IACUC for shipping approval.
2. The investigator must provide complete information about the rodents to be received, the sending institution’s contact information, and their veterinarian (or shipping coordinator) contact.
3. The investigator and Attending Veterinarian will also contact the sending institution to coordinate shipment.
4. The investigator must request from the sending veterinarian (or shipping coordinator) the most recent health surveillance report. The investigator should also request from the sending institution letter describing the surveillance program, history of any infectious disease outbreaks, assurance of general health status and special health related information about the animals. The investigator will forward to the Attending Veterinarian for review and approval prior to shipment. Any additional testing required by the Attending Veterinarian will be at the investigators expense, and be completed prior to shipment.
5. No rodents will be shipped to URI without final approval from the Attending Veterinarian, Facility Manager and IACUC.
6. Before shipping arrangements can be made, all pertinent health information must be reviewed by the veterinarian and the animals must be approved for shipment. Quarantine space, if needed, must be located and reserved for housing incoming rodents.

### **Importation of Rodents**

1. The sending institution is responsible for arranging ground and/or air transportation of the rodent shipment, unless other arrangements are made with the CBRC staff. The investigator at URI will be contacted with the anticipated day of arrival of the rodents.
2. All rodents will be shipped in pre-sterilized, filtered shipping boxes.
3. The CBRC staff will contact the investigator when the animals arrive.

### **Quarantine Procedures for Rodents**

1. Healthy rodents approved for shipping will be received and housed in an empty quarantine room dedicated for this purpose. The Attending Veterinarian will assign suitable quarantine space in the animal facility prior to approving shipment of the rodents. The minimum quarantine period is two weeks to complete acclimation and obtain health reports from biological swabs.
2. During quarantine, appropriate samples will be obtained from animals in each rodent cage and submitted to a reference lab for testing as advised by the Attending Veterinarian.
3. All rodents must remain in quarantine until testing results have been received and evaluated by the Attending Veterinarian. The Attending Veterinarian may approve the release of the animals into the main colony, order additional testing, or eliminate the shipment if found to be contaminated with excluded pathogens.
4. All costs associated with rodent testing during quarantine will be the responsibility of the investigator.
5. Investigators may not work with the animals while in quarantine.
6. No breeding is allowed during the quarantine period.