

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 426

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TITLE:	Shipping Rodents to Another Institution
SCOPE:	All Animal Program Personnel
RESPONSIBILITY:	Rodent Facility Manager, All Animal Program Personnel
PURPOSE:	To Outline the Proper Procedures for Shipping Rodents to Other Institutions.

I. PURPOSE

1. To establish appropriate procedures for packing and shipping rodents to other institutions.

II. RESPONSIBILITY

1. Shipping coordinators ensure all approvals are in place to ship animals and provide the necessary information, documents, and labels to the animal facility manger to prepare the animal shipment.
2. Facility Managers ensure the staff assigned to processing the shipment are adequately trained in animal shipping and all the necessary supplies are available to properly ship the animals.
1. Animal Care and Technical Staff are responsible for the implementation of these procedures.

II. PROCEDURES

1. Animal shipments are initiated by submitting **CMDC #035 Request to Ship Animals to Another Institution** form to Comparative Medicine following the instructions at the top of the form.
2. Shipping coordinators ensure **CMDC #035** is complete and provide a current health report for the animals to the receiving institution.
3. Shipping coordinators confirm the appropriate sending institution's technology transfer office have been notified by the principal investigator of the impending request to ship animals. For USF, it is the USF Technology Transfer Office. For the Moffitt Cancer Center, it is the Office of Innovation and Industry Alliances.
4. Once approvals have been received from both the receiving institution's veterinarian and the appropriate sending institutions technology transfer office, the animal facility manager is contacted to confirm:
 - a. The characteristics of animals to be shipped (i.e., sex, number, strain)
 - b. That the animals to be shipped are identified
 - c. The type, size, and number of shipping containers required for the shipment.

5. The shipping coordinator contacts the receiving coordinator to schedule an acceptable delivery date and arranges pickup and delivery dates with the courier (e.g., World Courier at 888-221-6600 or Validated Courier at 877.355.3773). In general, the institution paying for the shipment chooses the courier, schedules the pickup/delivery of the animals, and communicates the arrangements with the shipping contact from the other institution.
6. Facility managers are notified of the date & time animals will be picked-up and provided with the following shipping labels and shipping documents:
 - a. Extramural Departure Sheet
 - b. Request To Ship Animals To Another Institution form
 - c. Laboratory Animals Label
 - d. Ship-to address labels
 - e. This side-up labels
 - f. Health letter in envelope within plastic sleeve
 - g. Airbill for the appropriate courier picking up the animals
 - h. Any additional documents required by the receiving institution.
7. Preparations for shipping should include ensuring that adequate shipping containers, compartment dividers, food and hydrogel are available for the duration of the trip. It is better to add extra food and hydrogel in the event the shipment is delayed.
8. Animals are transferred into shipping containers of appropriate size and with appropriate number of compartments. In general, mice are placed in each compartment by how they are housed/caged.
 - a. Males should only be housed with their existing cage mates to prevent fighting in transit.
 - b. When possible place males in one crate and females in another to prevent unwanted breeding in the event of an escape.
 - c. Males and females housed together should be separated when shipping to an institution where they will be quarantined.
 - d. Females in the late stages of gestation should not be shipped.
 - e. Most Couriers will not ship pups less than 7 days of age.
9. Label crate compartments so that the animals inside can be matched to the appropriate cage cards. Include any unique identifiers that may help if animals' escape their compartment and become mixed.
10. Crates are packed and labeled as follows:
 - a. Double check compartments are accurately labeled.
 - b. Tape box shut packing tape. Taping around the edge and across the top.
 - c. Depending on the courier handling the shipment, it may be requested that multiple crate shipments be bundled together. How they are to be bundled will be described in the shipping documents.
 - d. Affix the Airbill label to the top of crate/bundled crates.
 - e. Affix the Ship-To address label to the top of crate/bundled crates.
 - f. Affix "Laboratory Animal Label" to top of crate/bundled crates.
 - g. Affix "This Side Up" to side of crate/crate bundle.
 - h. Affix health letter in envelope within plastic sleeve

Approved:

Date: