

# Guidelines for the Export of Rodents from The Ohio State University

The Ohio State University (OSU) exports rodents approximately 60 to 100 times a year both internationally and domestically within the United States. The ULAR veterinarians are required to certify the health and welfare of all shipments of rodents leaving OSU. Currently there is no single entity responsible for packaging rodents for shipment and rodents may be packaged and shipped from various locations utilizing any designated animal carrier. Due to the specific requirements for food and water during transport, need for certification of appropriate temperatures for shipping and the difficulty in visualizing small rodents during shipment, these guidelines have been developed to ensure the safety and welfare of rodents exported from OSU to other institutions.

## *Steps to follow in sending rodents to other Universities or Institutes.*

1. For all animal shipments outside of the university please complete Frm\_604 Rodent Export Request and send to [animaltransport@osu.edu](mailto:animaltransport@osu.edu). For payment of the shipment see #10 & 11 below.
2. At this time please mark the cages to be shipped with “SHIP TO-\_\_\_\_\_”, and also email to the above address where the animals are located (cage space and rack).
3. Each receiving institute requires the receipt of a current health report prior to accepting a shipment. We will begin the process of completing the health report and corresponding with the receiving institution after receiving the form.
4. If the health report is not approved until additional testing is required, we will notify you. You will let us know how you would like to proceed and who will pay for the testing if necessary.
5. Once the approval of the health report is received and approval to ship is given, the shipment will be set up for delivery. We will contact the courier and set a time and date for pick up. You will be contacted with the information on the shipment at this time.
6. For International shipments additional time will be needed for contact with the country and completion of any forms they may require. An invoice will be sent to the Investigator for signature and a Vet certificate or USDA certificate may be necessary. Please allow for this when planning these shipments.
7. Be aware, shipments may be delayed or cancelled due to weather and temperature variations from the origin of shipment to the final destination. This is followed closely by courier and airline requirements.
8. Rodents to be shipped will be transported to a centralized location for packing by ULAR personnel and will be packaged utilizing barrier techniques in a class II biosafety cabinet according to approved animal handling SOPs.
9. ULAR personnel are required to pack the shipment for you, but the PI may be there during this time.
10. Fees for the health report (only If International), courier and crate fee will be charged to your Chartfield account. If you wish the receiving Institute to pay for these fees please write it in the comments section of Frm\_604. Our fees are listed on Frm\_604.
11. There are three ways to pay for the shipment:
  - a. The Receiving Institution may pay for the shipping by providing a courier and account number.

- b. ULAR will use an existing account with our couriers and once we receive the invoice we will bill the Receiving Institute.
  - c. ULAR will use an existing account with our couriers and once we receive the invoice we will bill your Chartfield account.
12. Please let us know who will pay when you send the Export Request. Couriers that we use for shipping are World Courier and AIRNET. There are NO COD shipments for animals.
  13. The above steps help to ensure that all rodents at The Ohio State University are transported safely to their final destination. We will keep you and the Receiving Institute informed from the beginning to the end of the process. If you have any questions please email the address above.