General Information

The Ohio State University exports rodents approximately 80 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 Ohio State. 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 Ohio State to other institutions.

Steps for Exports

1. For all animal shipments outside of the university fully complete Frm_604, Rodent Export Request and send to animaltransport@osu.edu. For payment of the shipment see number nine below.

   **NOTE:** We will not ship near term pregnant females and pups under 15 days old. In addition, it may be required by Receiving Institutes to separate breeding animals.

2. At this time please mark the cages in the vivarium to be shipped. There are labels in the vivarium room log books with “SHIP TO/Transfer TO ________”. Place the label on the Front Top of the cage where it can be easily seen for packing. Please email the cage locations and the number of mice per cage to animaltransport@osu.edu.

3. After receiving the 604 form, we will begin the process of completing the health information and corresponding with the receiving institution. You will be copied on all correspondence.

4. If the health report is not approved until additional testing is required, we will notify you. If you agree to testing, you will be responsible for payment through your Ohio State Chartfield account.

5. Once the approval of the health report and shipping is received, we will set up the shipment for delivery. We will contact the courier and set a time and date for pick up.

6. For International shipments, additional time will be needed for contact with the country and completion of any forms they may require. An invoice 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 packed by ULAR personnel utilizing barrier techniques in a class II biosafety cabinet according to approved animal handling SOPs. The PI may be there during this time.

9. Payment for the shipments:
   a. The Receiving Institution may pay for the shipping by providing a courier and account number.
   b. Use of the Ohio State Research Foundation Courier account
      i. We will request a price quote from the courier
      ii. The Investigator will request a PO for payment of the shipment
      iii. Use of the Courier account is granted, and shipment is set up by ULAR QA Lab personnel.
   c. An additional charge for International shipments that require USDA signatures are noted on the 604 form. This will be charged to your Chartfield account.
   d. Couriers that we use for shipping are World Courier and Validated Delivery Solutions.

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 animaltransport@osu.edu.