

General Information

The Ohio State University exports rodents approximately 100 times a year, both internationally and domestically. The University Laboratory Animal Resources (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 inter-institutional rodent shipments, [ULAR Frm_604](#), Rodent Export Request must be completed and returned to animaltransport@osu.edu.

NOTE: Near term pregnant females and pups under 15 days old will not be shipped. In addition, receiving institutions may require breeding animals be separated prior to shipment.

2. Cages being shipped must be marked with the receiving institution so they are easily identified. Labels or Post-it notes (if secure) may be used.
3. After receiving the ULAR Frm_604, required documents will be sent to the receiving institution.
4. PI staff will be notified if the health report is not approved or additional testing is required. PI approval is required prior additional testing being performed. Additional testing charges will be charged to the sending PIs protocol.
5. Once the approval of the health report and shipping is received, shipment will be set up with the courier and receiving institution.
6. International shipments may require additional time depending on the requirements of the receiving institutions country. 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 destination. Airlines and couriers will not ship animals when the ambient temperature is predicted to be outside the range provided in the ATA 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.
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 when needed
 - i. ULAR Animal Transport will request a shipping quote from the preferred courier.
 - ii. The OSU PI will request a PO for payment of the shipment
 - iii. Use of the courier account is granted, and shipment is set up by ULAR Animal Transport personnel.
 - d. An additional charge for international shipments that require USDA signatures is noted on the 604 form. This will be charged to the Ohio State Workday tags provided by the PI.
 - e. Ohio State preferred couriers are Validated Delivery Solutions and World Courier.

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 institution informed throughout the process. If you have any questions please email animaltransport@osu.edu.