



TITLE: External Rodent Exports

SOP Category: Imports/Exports

RUAC SOP #: 8.01

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Effective Date: 6/18/2025

Approval:

Revisions: 05/02/2022, 6/18/2025

SCOPE:

This document describes the procedures to be followed when exporting animals to another institution. This SOP applies to all Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), Shipping Coordinator (SC) and Research Staff members (RS) at the Rutgers University facilities.

OBJECTIVE:

The objective is to describe the procedures to be taken when a Principal Investigator (PI) or their designee requests rodents to be exported from Rutgers to another non-Rutgers facility.

DEFINITIONS:

PCR: Polymerase Chain Reaction

SC: Shipping Coordinator

USDA: United States Department of Agriculture

PROCEDURES:

PI Responsibility: The Rutgers PI requesting to export animals is responsible to:

- Submit an Animal Export Request in the iLab Operations Software. This service is requested through the Rutgers iLab webpage: <https://rutgers.ilab.agilent.com/landing/196>
- Approve estimated charges associated with the export request through iLab. These estimates will be provided by the SC.
- Identify the animals/cages to be exported with a completed export cage card on each cage.

Shipping Coordinator Responsibility:

- Review the Animal Export Request for completeness including financial responsibilities.
- Submit estimated charges associated with the export, including supply charges, technical time, and third-party services to the PI through iLab for approval.

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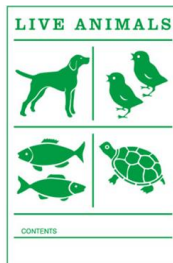
- When estimated charges are approved by the PI, SC will change the status of the request to processing and contact the shipping coordinator at the receiving institution to provide health documentation, minimally:
 - The program description of the facility and health monitoring program overview.
 - The facility outbreak history within the last 3 years, if applicable.
 - 12 months of facility specific health reports
 - Any additional documentation required by the receiving institution.
- Any additional testing required by receiving institution will be submitted by shipping coordinator once financial responsibility is determined.
- Once approved by the receiving veterinarian, the SC organizes the shipping logistics with the appropriate courier.
 - If a Rutgers PI is paying for the shipment, schedule the shipment with the preferred courier.
 - Quote estimates will be provided upon request.
- Provide shipping details, including pickup/delivery date, job number, courier account number, and quantity of cages to the receiving SC or VS, RS, and ACSS.
- Exports will be coordinated during days when temperatures do not exceed **35F-85F** for the entirety of the transport in both locations.

ACSS or ACS Responsibility:

- Prepare shipping supplies, including:
 - Autoclaved shipping crates with dividers and bedding material.
 - Gel hydration cups or packs.
- Assist with packing the animals and transporting the crates to the appropriate pickup location.

Shipping Veterinarian or Shipping Coordinator Responsibility:

- Perform a health assessment of the export animals to ensure they are healthy and fit for travel and sign an Export Health Certificate (see appendix A). Health assessments should be completed prior to setting up the shipment with a courier.
- Ensure that **every** crate is appropriately labelled in accordance with IATA requirements (stickers) and affixed with delivery address and contact information (Air WayBill).



OR



AND



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International Exports:

- International Export require additional time to coordinate as specific country health certificates (appendix A), custom Invoice (appendix B), import permits and USDA health certificate endorsement, signed by a federal veterinarian of the USDA-APHIS, may be required for the planned export.
- SC will provide the necessary documentation and USDA endorsed paperwork required by country to the courier prior to export.

REFERENCES: None

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Appendix A: Example of Health Certificate



Rutgers University Animal Care (RUAC)
Child Health Institute of New Jersey, Office# 0275
89 French Street,
New Brunswick NJ 08901
Email: animal-shipping-nb@research.rutgers.edu
P: (732) 2356894

iLab Order# MPA-2025-23842

Animal Health Certification

Date: 06/16/2025

Sending PI (Principal investigators): Dr

Receiving PI: Dr

Receiving Institution:

Species: Mus Musculus

Males:

Females:

Total # of animals:

Total # of live animal shipping crates:

Shipper comments:

Crate	# of Animals	Sex	Strain	Cage ID
1	1	M	CamKIIcre-/- (tg-):Adkfl/fl	

This is to certify that the animals listed above have been examined and found to be in good health and suitable for shipment. The animals are free from visible signs of disease or physical abnormalities. None of these animals or their DNA has known pathogens of public health significance.

Health reports were previously sent for review and were approved. This certificate is valid for 30 days.

Name: Dr

Title: Associate Director, Veterinary Services

Phone:

Appendix B: Example of Customs Invoice



RUTGERS UNIVERSITY
Office for Research

Rutgers University Animal Care (RUAC)
Child Health Institute of New Jersey, Office# 0275
89 French Street,
New Brunswick NJ 08901
Email: animal-shipping-nb@research.rutgers.edu
P: (732) 2356894

iLab Order# MPA-2025-23842

CUSTOMS INVOICE

Date:

Shipper:

Dr
Rutgers University.
RWJMS Research Tower -RT
675 Hose Lane West
Piscataway, NJ 08854

Consignee:

Contents:

This package contains **7 live laboratory mice (male & females) strain ADK (loxP)-CamKIIcre (non-harmful phenotype) & TG ADK-L Overexpressing Females (non-harmful phenotype)** to be used for medical research purposes only. Mice are healthy and have not been exposed to or inoculated with any infectious substances. They are specific pathogen free.

No Commercial Value - Customs value for shipment is \$7 per animal for a total customs value of \$49.00.

I certify the above information is true and correct to the best of my knowledge.

Signature

Dr. |
Associate Director, Veterinary Services