

# Preparing and Packing Rodents for Export

## 1+ WEEK PRIOR TO SHIP DATE

- No later than one week prior to scheduled ship date, order gel packs and request autoclaved shipping crates.
- **Gel Water:** If your housing facility does not provide Hydrogel cups (2oz) or pouches (6oz), please order at the [RARC Pharmacy](#) (Item: Clear H2O Hydrogel Animal Hydration Pouch- FOR EXPORTS)
  - **Mouse international and summer shipping you will place 1 full pouch, or 2-3 cups, per compartment.** For most other mouse shipments, you may place ½ pack or 1-2 cups per compartment.
  - **Rat shipments-** you will place at minimum 1 full pouch per compartment.
- **Shipping Crates:**
  - **Standard:** Request from your housing facility Supervisor/Manager, the appropriate number of autoclaved shipping crates, with or without dividers. Each rodent cage will need to have its own divided section in the shipping crate or use the space of the entire crate.
  - **Germ-Free:** Purchased by your lab or husbandry group at least 2 weeks prior to shipping.
- **Winter shipping:** request *extra* nesting material is added PRIOR to autoclaving



**Winter or Summer shipping-** outside temps below 45F and/or above 85F will not be accepted by the courier/airlines. Some shipments may be driven, when service is available, and extra cost is approved.

If you have questions regarding how many crates or gel pouches you will need for the type/number of rodents you will ship, contact the Animal Transfer Coordinator [transfers@ahw.wisc.edu](mailto:transfers@ahw.wisc.edu)

**Approval by the receiving institution is needed to ship breeders/pregnant, litters and study rodents.**

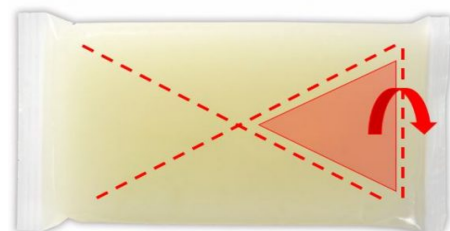
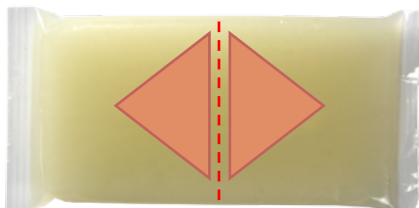
## SHIPPING DAY

### Step 1. Preparing the Shipping Crate

- Bring (disinfected) scissors, a sharpie marker and packing tape to the vivarium with you.
- Obtain autoclaved crate and add dividers if applicable (see “How to Add Dividers” below)
- Add a handful of dry pellet food to each compartment.
- Disinfect closed hydrogel cup or pouch and add to crate section as follows:
  - **Hydrogel cups**, remove lids completely before placing in shipping crate.
  - **Hydrogel pouches for national shipping**, cut pouch in half, and remove a portion of the top plastic cover before placing in each compartment (see below).
  - **Hydrogel pouches for international/summer shipping**, you will place a full pouch per compartment. Cut across top of full pouch and remove a flap of the plastic cover (see below).
- International and Cold Weather Shipping: Add **extra nesting material** (if not already done before autoclaving).

**ALL GEL PACKS MUST BE CUT OPEN**

Mouse shipments with divided crates: Cut pouch in half and cut away a flap from the top of each half.



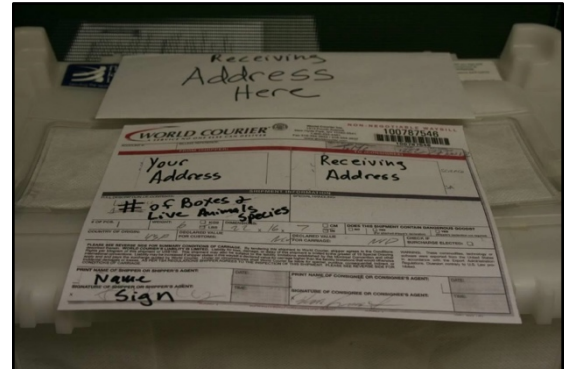
Rat, International, and summer shipments. Cut across the top of the entire pouch and remove a flap from the top.

## Step 2. Packing the Shipping Crate

- Using proper microisolator (MI) technique, place rodents into the shipping crates(s) as they are housed in the rodent cage. DO NOT co-mingle cages, use dividers to keep cages separated.
- Close the lid of the shipping container ensuring that it latches securely.
- **Seal the crate(s)**, to prevent the lid from accidentally opening during shipping, by placing packing tape around the crate(s) horizontally and vertically again attempting to avoid covering the breathable mesh areas as much as possible.



- Within the Export Packet (red folder), you will find one **labelled envelope** for each crate, **Customs Invoice (CI)** and **Animal Health Certificate (AHC)**. Additional paperwork may be present to include in envelope(s) as directed.
  - **Labelled envelope(s)**- add cage card(s) that correspond to the rodents placed in each crate
  - **CI and AHC**- include in the envelope of crate #1. For *international shipments*- include a copy of the CI and AHC in each envelope (if more than 1 crate).
- Tape the envelope(s), containing the shipping documents and cage cards, to the top OR side of the crate(s). Avoid covering the breathable mesh areas as much as possible.
- **Courier Air Bill (crate shipping label)** will be emailed by the courier company once shipping details are finalized. Print one per crate and one additional copy to hand to the driver. Cut excess blank paper, sign where applicable and tape one to the top of each crate, avoiding covering the breathable mesh areas as much as possible.
- **Ensure IATA Labels are in place (see below).**



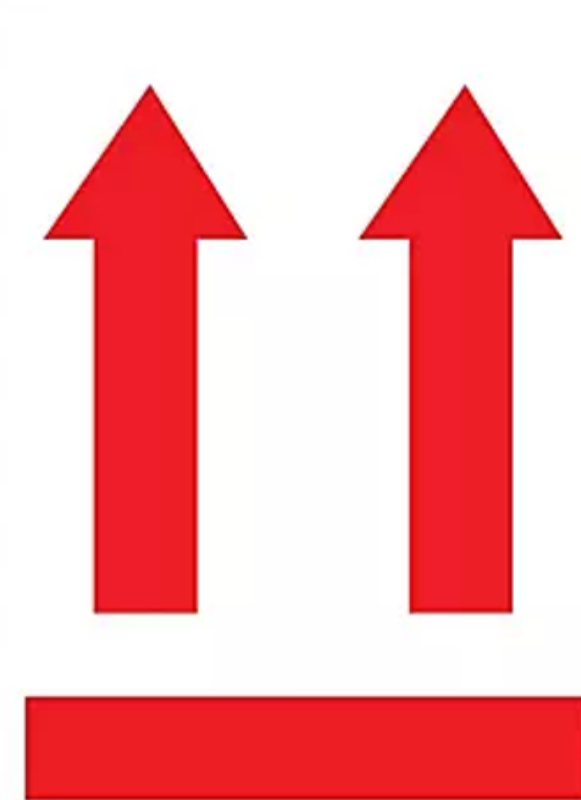
## Step 3. Meeting the Animal Courier

- Have packed crates ready for pick up at predetermined time and bring to the designated indoor portion of the loading dock. Driver will call you when they arrive at the dock.
- Provide the extra copy of the crate label to the driver.
- After courier driver has left with the shipment, send an e-mail to all involved parties to let everyone know that the animals have been successfully picked up. The easiest way to do this is to 'reply all' to the last export email that included UW staff and receiving institution contacts.

**COURIER CONTACTS-** If you have an emergency and will not be able to meet the driver, or are experiencing delayed pick-up, have your shipments Job number ready and call the Animal Courier directly for fastest service. Communicate to [transfers@ahw.wisc.edu](mailto:transfers@ahw.wisc.edu) when possible.

**Validated Delivery Solutions** 1-877-355-3773; Emergency VDS contact Eric Syversen 1-443-878-5514

**World Courier** 1-888-221-6600 x1213023 (Nadine Shiepkow, Supervisor Live Animal Desk)



IATA Required Stickers on each lab animal shipping crate.

When re-using a crate, after autoclaving, ensure prior stickers are still intact.

If they are torn/ripped or unreadable, please replace with new stickers.

## HOW TO ADD DIVIDERS (JAX Crates)

- If you are shipping divided crates, using a sharpie marker, write on the inside of the crate wall a code that you will match by including on corresponding cage cards (ex. 1-A, 1-B, 2-A, and 2-B).
- Install dividers as show below.

