Working Instructions

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PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

When requesting a (non-USDA covered) Rodent Export use the following guidelines.

1. The PI is requested to go to the OLAC website: https://www.olac.berkeley.edu/forms or the link will be sent to them.
   a. Fill out the "Animal Import/Export form" form and submit, the submitted form will be sent to the Import/Export email.
   b. The form will include the receiving institutions information including contact information for the program's shipping coordinator. All communications will be to this individual.

2. All exports require at least a two (2) week notice. **Note:** campus holidays and weekends do not constitute "business days."

The Import/Export Coordinator (or designee) will begin the import/export process using the below guidelines.

1. A requisition number will be generated for the shipment for the export.

2. A shipping request is sent via Email to the Shipping Coordinator of the receiving institution with the following information:
   a. Sentinel Program Methodology
   b. How often and what agents are tested

    c. Two (2) years of sentinel results representing the room the animals will be exported from
        i. Facility descriptions are found on the Shared Drive > Rodent Health Surveillance Program > Facility Descriptions.
        ii. Health reports are found on the Shared Drive > Rodent Health Surveillance Program > Sentinel results organized > Facility in which animals are housed at UCB > Year(s).
        iii. Health reports can also be generated through the CRL LTM system.

3. Any additional testing or information requested by the receiving institution will be completed.
    a. If additional testing is requested, the receiving institution must submit the test submission form(s) to the Import/Export team
        i. The submission will be charged to the exporting investigator or the receiving institution will provide the submission information for the lab they want the samples submitted to.
        ii. This will be communicated to the exporting investigator to ensure their awareness of the additional testing and confirm who will pay

4. Once an approval letter has been received and the shipping date is determined complete the following steps.
    a. Send an email to the UCB lab contact to fill out the green export card(s)/post-it(s) and place them on the appropriate cage(s).
    b. Once the export card(s)/post-it(s) have been placed on the appropriate cage(s) a health check is performed by an APHIS Accredited Veterinarian or an AHT trained in identifying health issues in mice.

5. Confirm adequate shipping supplies are available, ie: shipping boxes and hydrogels for the number of animals to be shipped.
    a. Collect the correct number of shipping box(es):
        i. New shipping boxes may be obtained if needed for large shipments from vendors (CRL, JAX and Taconic Biosciences) by contacting the OLAC purchasing coordinator.
        ii. If reusing shipping boxes already on hand:
            1. Remove old shipping labels from the box(es).
            2. Sanitize box(es) and dividers via tunnel washer prior to packing mice.
        iii. Collect dividers from previous Jax shipments or order additional dividers from Jax
    b. The shipping box(es) should be filled with the same type of bedding as the cage(s) being shipped and standard enrichment.
        i. Collect the required number of hydrogels for the shipment (See 10b below). If additional gel cups are needed:
        Go to https://www.olac.berkeley.edu/common-forms- and-templates and complete the "Internal Purchase Request" form.

6. Confirm that all needed information for shipping is obtained from the receiving institution as well as on the submission form:
    a. Delivery address
    b. Preferred courier information

    c. Account number(s) of courier

    d. Contact person with phone number.

    e. Shipping date

7. Contact the courier to set up shipping using the guidelines listed below.
    a. The courier company is determined by whoever is paying for the shipping (usually the receiving institution). VDS or World Courier is used if UCB is paying for shipping.
        i. World Courier-liveanimal@worldcourier.com
        ii. Validated- domestic@vcgrc.com, eric@vcgrc.com A blank Validated order form on the Shared Drive> Shipping > Validated Courier shipping forms
        iii. BioTrans- (Jax lab will only receive from BioTrans.) importation@biotrans-usa.com A blank Validated order form on the Shared Drive> Shipping > BioTrans requests

8. Fill out or print shipping documentation.
    a. If using World Courier, print the waybill provided or fill it out by hand.
    b. If using Validated Courier or BioTrans, print out shipping form(s) provided by courier.

9. Generate a health form following the below listed steps.
    a. Health forms are saved in Shared drive under Shipping > Healthcertletters
        i. Include UCB PI and the receiving institution in the title.
        ii. Date the certificate for the date of shipping.
    b. Request that USDA-accredited veterinarian sign form.

10. On the day of shipping, pack animals in the cage changing station of the room/suite, as outlined below.
    a. Animals per box:
        i. Animals from different cages must not be combined in a single compartment within the shipping container unless prior permission is obtained by an OLAC veterinarian.
        ii. Mice
            1. Up to 6 mice can be housed in one half of a divided box.
            2. Up to 12 mice can be housed in an undivided box.
            3. When shipping multiple cages of different strains, it is best practice to house the same strain in the same box.
            4. Males and females should be shipped separately unless the receiving institution has approved they can be shipped together.
            5. Pups less than 14 days old should not be shipped due to concerns of survivability.
            6. If necessary, pups aged 14-21 days can be shipped with the dam, and should be pre-approved by the receiving institution. Wet food/boost gel cup must be placed in the home cage starting a week prior to shipping to assist with pup survival.
        iii. Rats
            1. If shipping rats, contact a veterinarian as the size and number of boxes could vary depending on the size of the rat(s).
    b. Food:
        i. Provide a minimum of at least three (3) pellets/mouse/day. Plan for a 7 day transport.

        ii. Provide 2 oz of Hydrogel per 5 mice per day or 2 rats per day and plan for at least

seven (7) days of transport.

  c. Receiving institution documents guidelines.
    i. Label compartment(s) of shipping box(es) with identification number as well as the transfer card(s) and cage card(s) with corresponding number.
    ii. Detach the deactivation strip at the top of the cage cards, date and place the strips in the drop box.
    iii. Place cage card(s), health certificate, and any other shipping documents, except waybill, in the packing list envelope and affix the envelope to the side of the box.
    iv. Tape the box(es) closed with packing tape affixing folded transfer card(s) on top of the box corresponding with the appropriate compartment using two (2) strips lengthwise and one (1) strip width wise. Do not cover too much of the ventilation area of the box(es).
    v. Label box(es) with job number, receiving institution name, and number of boxes in the shipment.

11. When the box(es) are ready to be shipped, the box(es) and shipping documents are handed to the courier driver.

12. A copy of the shipping documents are then attached to the Animal import/export request and submitted to the OLAC front office for processing.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)