



THE UNIVERSITY OF TEXAS AT AUSTIN

ANIMAL RESOURCES CENTER

2701 Speedway · Austin, TX 78712-0136

(512) 471-7534 · FAX (512) 471-4336 · www.utexas.edu/research/arc

Additional questions about arranging noncommercial orders can be directed to:

Nachi Shukla

Facilities Manager, Animal Resources Center

512/232-2043

n.shukla@austin.utexas.edu

Questions about colony testing reports or health certificates can be directed to

Dr. Glen Otto

Director, Animal Resources Center

512/471-2392

gotto@austin.utexas.edu

FREQUENTLY ASKED QUESTIONS:

Sending animals from UT Austin to other institutions 10/15/18

1) I need to transfer rodents to another institute. Does the ARC assist with this type of transfer?

Yes, the ARC can assist with the export of rodents and other species. Even if you wish to arrange things yourself, the ARC requires notification if you are planning to export any mammalian species.

2) How do I set up the transfer?

In order to approve the transfer, the importing institution usually requires colony health monitoring information (such as serology and parasitology screening reports) for the animals being shipped. The ARC Director can provide this health information upon request. See above for contact information. When you request a colony health summary, please provide the PI name, species, room number and rack location of the animals to be shipped

After the importing institution has reviewed the health certificate and approved the transfer, the lab is primarily responsible for working out the details of the transfer, but the ARC can provide assistance as outlined below. In some cases the receiving institution or the customs department of the destination country will require a formal health certificate to accompany the shipment. This can be arranged with the ARC Director as well.

3) The receiving institution has reviewed the health certificate and has approved the import. What is the next step?

The PI or designate can either choose to coordinate the transfer themselves, or contact the ARC Supervisor responsible for the facility housing the mice for assistance. If the PI chooses to set up the transfer, they must contact the animal courier to set up the shipping.

The courier will require the following information. Please contact the ARC Supervisor if you need clarification on any of the below:

- Address of receiving institution
- Address of sending institution
- Number of crates
- Dimensions and weight of crates
- Date of pickup
- Account number for billing purposes

Once you have set up the pickup with the courier, please send an email confirming the date of pick up to the receiving institution, the ARC Facilities Manager and the ARC Supervisor.

If the ARC is setting up the shipment, the Facility Supervisor will work with the PI to set up a shipping date that is acceptable to both the shipping and receiving institution.

4) Who is responsible for setting up the transfer crates? Can the ARC assist with this?

The PI is always responsible for clearly labeling the cages that are to be shipped.

If the ARC is arranging the shipping, the animals will be set up in shipping crates by husbandry staff.

If the PI is arranging the shipping, then they are responsible for packaging the animals for shipping. Shipping supplies such as crates, water gel packs and feed can be obtained by contacting the ARC Supervisor. Please be advised that all shipping containers need to be sanitized prior to use, and the ARC requires at least a 2 business day advance notice to prepare the supplies.

The ARC can assist with setting up the shipping and packaging the animals on a fee for service basis. The UT lab will be billed for the labor time and the cost of shipping supplies.

5) The importing institution or PI is paying for the shipping. How do I ensure this gets billed correctly?

Please obtain the courier account number directly from the importing institution, and use that account number as you set up the shipment with the courier company. If the ARC is assisting with shipping, please forward the account information to the ARC Facilities Manager and the Facilities Supervisor.

6) I plan on visiting the importing facility. Can I bring the animals along with me?

In order to minimize the potential for transfer of disease and liability reasons, all animal transfers to other institutions must be performed using reputable intermediate companies that are familiar with the needs of live animals. Any exceptions to this must be approved in advance on a case-by-case basis by the Director of the ARC.