



THE UNIVERSITY OF TEXAS AT AUSTIN

ANIMAL RESOURCES CENTER

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Additional questions about arranging noncommercial orders can be directed to:

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Assistant Director, Animal Resources Center

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

Dr. Laura Wilding

Senior Clinical Veterinarian, Animal Resources Center

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FREQUENTLY ASKED QUESTIONS:

Sending animals from UT Austin to other institutions 9/28/21

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 Senior Clinical Veterinarian 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 and the lab identifies the animals to be shipped, the ARC is primarily responsible for working out the details of the transfer. A health certificate to accompany the shipment is generated by an ARC veterinarian.

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

The ARC Supervisor responsible for the facility housing the research animals will coordinate the transfer. If research staff need to be involved with the packing of research animals, they should coordinate all steps with the ARC Supervisor.

Please provide the ARC Supervisor the following information for the courier:

- Address of receiving institution
- Contact name and number at receiving institution
- Number of cages
- Account number for billing purposes

The Facility Supervisor will work with the PI to set up a shipping date that is acceptable to both the shipping and receiving institution.

Once pickup date is scheduled with the courier, the ARC Supervisor will notify the shipping coordinator at the receiving institution, the research group sending the shipment, and the Assistant Director.

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.

The ARC Supervisor is responsible for having the shipping crates set up, boxing up the animals, and meeting the courier at pickup.

The UT lab will be billed for the labor time, the cost of shipping supplies, and courier charges if not paid for by the receiving institution.

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

Please forward the receiving institution's courier account information to the ARC Supervisor or the Assistant Director.

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.