

LABORATORY ANIMAL SCIENCES PROGRAM - SAIC-FREDERICK

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EFFECTIVE DATE: 02/2010	PAGE 1 of 13

TITLE: Animal Shipments from NCI-Frederick

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Index of Changes: See page 2

Original SOP Issue Date: 04/2004

This is either a new SOP or essentially a complete re-write; all sections were affected.

Does revision(s) require additional training? **YES** **NO**

DOCUMENT HISTORY

SOP Number	Revision Number	Description of Changes	Date of Revision
2.003	1	Placed in a standard format	01/17/2005
2.003	2	Placed in new SOP format, all sections affected, added Materials, Definitions, References, Attachments, & Records sections	01/2010

- 1. Title: Animal Shipments from NCI-Frederick**
- 2. Purpose:** To provide instructions to NCI Investigators, animal facility managers, facility administrative personnel and facility veterinarians regarding the exportation of rodents from the NCI-Frederick campus.
- 3. Scope:** This SOP applies to all NCI investigators wishing to export animals from NCI-Frederick animal facilities. The Principal Investigator (PI) is responsible for submitting appropriate documents as described in this SOP and for providing the LASP/LAM veterinary/management staff with information required to assist them with the animal shipment process. The Facility Manager is responsible for coordinating all animal exports.

4. Materials:

1. Request for Animal Shipment Form
2. Declaration of Exportation of Biological Materials
3. United States Interstate and International Certificate of Health Examination for Small Animals form
4. Hazardous Agents Shipping Form
5. Approved shipping containers
6. Water packs
7. Feed and Bedding
8. Air bill and shipment labels

General Considerations

1. PI ensures all required documents are submitted on-line, processed through the LAM/LASP office, and the facility manager and/or administrative staff is informed before shipping arrangements are finalized. See specific sections below for details.
2. The PI provides information, if required, on need for experimental manipulations/special handling/tumor designations. This information should be supplied by attached memo or e-mail at this time.
3. The PI notifies respective animal technician in writing (e-mail) regarding which animals are to be shipped.
4. The PI or technician ensures all documents are received in the LASP office to provide ample time for coordination of shipment.
5. Facility personnel who may be responsible for packing/boxing the animals considers that

airlines often hold these boxes on open loading docks or in non-air conditioned buildings. In most cases, shipping is avoided during periods of extreme heat or extreme cold.

6. Facility management is knowledgeable of all shipments leaving the facility and assures qualified/trained personnel are available to box the animals, ensures adequate identification of the shipment, and ensures all documentation accompanies the animals to their destination.

5. Procedures:

Shipment of Animals to a Non-NCI-Frederick Animal Facility

1. Principal Investigator (PI) requests a shipment to be sent – either the PI or designated individual completes the on-line Request for Animal Shipment Form (Attachment A) by accessing the LASP website at: <http://web.ncifcrf.gov/rtp/lasp/intra/forms/rfas/>. Click the tab entitled “Proceed to the Request for Animal Shipment Form”, located at the bottom of the page.
2. The form must be filled out in its entirety, strictly following the directions posted on the web page (Attachment B).
3. Once the on-line request is received in the LAM office, an automated e-mail confirmation receipt is sent to the requestor with a link to the signatory page.
4. Click on the link, print a copy of the signatory page, and have it signed by the requesting PI.
5. Fax the signed signatory page to:
Attn: Sherry Stockman-Crummitt
Laboratory Animal Medicine (LAM/LASP) office
Bldg. 244
FAX: 301-846-6590
6. A shipment request number is automatically assigned during the on-line submission/request process.
7. LAM/LASP office submits a health letter to the receiving institute (recipient facility) which outlines the health status of the animals.
8. The receiving institute then may request additional information or will approve the shipment based on the information provided.
9. The LAM coordinates shipment dates with the receiving facility.

10. Once approval is obtained from the recipient, the LAM/LASP office faxes the Hazardous Agents Shipping Form (Attachment C) to the requestor (PI) for his/her signature.
11. After submitting BOTH the *Request for Animal Shipment* form and signed signatory page, the requestor receives an email from the LAM/LASP office **when approval is received from the recipient**. The shipping facility retains copies for their records. All questions pertaining to the *Request for Animal Shipment* (ordering process, status of a request, etc.) must be directed to Sherry Stockman-Crummitt at stockmancrummitts@mail.nih.gov or (301) 846-7539.
12. The LAM/LASP sends (via Fed/Ex) an original form entitled United States Interstate and International Certificate of Health Examination for Small Animals form (USIICHE) to the USDA for approval. The USDA returns the original, stamped with the USDA seal, to the LAM/LASP office for inclusion in the shipping packet.
13. LAM/LASP includes a Declaration for Exportation of Biological Materials (Form No. NIH 2388, Rev 8/89) for all international shipments.
14. Once the shipping date is determined, and all paperwork is in order, the LAM sends an e-mail to the requestor and the recipient facility detailing all pertinent information.
15. The LAM/LASP faxes the Hazardous Shipping Form (Attachment C) to the SAIC Transportation Department who notifies the courier of the impending shipment and coordinates the pick-up of the animals for shipment.

LASP Office responsibilities:

1. The LAM/LASP is responsible for processing all required documentation for domestic and international shipments. For international shipments, processing of the necessary paperwork, permits, and certificates can take up to several weeks.
2. The LAM/LASP office prepares and faxes health letter and testing information to the attending veterinarian at recipient's facility of intention to send animals and alerts veterinarian of any potential health concerns. Once approval has been given, the shipping date is established.
3. The LAM/LASP office notifies the Transportation Department of the intended shipment(s).
4. The LAM/LASP provides copies of related forms to the respective animal facility administrative staff and/or technician and coordinates details of the shipment such as scheduled date and time of pick up by the courier.

Facility Management Personnel responsibilities:

1. Responsible for coordinating all animal exports within the animal facility.
2. Ensures the animals are properly boxed to include:
 - Transgel – 1 Tablespoon/ adult animal (25Gms or more)
 - pelleted rodent chow/feed (2 pellets/day/adult mouse)
 - bedding - amount necessary to cover the floor of the box ¼ inch deep
 - water packs
 - securely closed shipper ready for pick up by the courier at the appropriate time
3. Prepares one envelope and one shipping label for each box in the shipment. One envelope containing the health certificate and any animal information is sent to the PI, and the shipping label is attached to the animal shipper (Box #1).
4. Prepares duplicate copies of cage cards (xerox).
5. Distributes health certificates as follows:
 - original copy accompanies animals – veterinarian sends to the facility manager for inclusion in shipping papers (envelope)
6. Assures that the complete destination address is written on each box in water resistant ink (e.g., Sharpie).

Attending veterinarian responsibilities:

1. Signs all health certificates, health letter, and paperwork for animals being shipped. This is done before the health letter is faxed to the attending veterinarian at the recipient's facility. Signs all permit applications for overseas shipments.

SHIPMENTS WITHIN CONTINENTAL U.S.

Continental shipments will be sent only on Mondays, Tuesdays or Wednesdays unless specific exception is obtained from the attending veterinarian at recipient's facility.

OVERSEAS SHIPMENTS

- a. Overseas shipments require an NIH Declaration for Exportation of Biologic Materials permit (NIH 2388, Rev. 8-89) requiring the signature of the investigator, in the section "Signature of Applicant," before forwarding to NIH, 301-496-2346) and an United States Interstate and International Certificate of Health Examination for Small Animals (USDA)

(APHIS FORM 7001, Aug 94) requiring the signature of the investigator in the "Signature section" and the signature and licensing information of the veterinarian before being mailed to the USDA in Annapolis. These permits are filled out and sent for approval signatures after the LASP office has received approval from the attending veterinarian at the recipient's facility. Seven to ten day notification is required for issuance of these permits, once they have been submitted. The USDA permit is only valid for 30 days after issuance.

- b. The Transportation Department (Building 1050) must be notified of all shipments at least two to four working days in advance of shipment date.
 - 1) Air bills are done by the Transportation department and sent to the facility before shipping.
 - 2) Domestic Shipments are arranged by Transportation once they receive the completed Hazardous Shipping form (Attachment C).
 - 3) The LAM coordinates, schedules, and picks up paperwork for International shipments. The Transportation department fills out the air bill and sends it to the facility shipping the animals.
- c. Overseas shipments will be sent only on Mondays or Tuesdays unless specific exception is obtained from the attending veterinarian at the recipient's facility.

6. Definitions:

- 1. Export - the term "export" in this SOP is defined as removal of animals from the assigned animal housing room for the purpose of shipping the animals to another facility off of the NCI-Frederick campus.

7. References: N/A

8. Attachments:

- 1. Attachment A – Request for Shipment Form
- 2. Attachment B - directions for completing the Request for Shipment form
- 3. Attachment C - Hazardous Agents Shipping Form

9. Records:

- 1. Shipment records are maintained on-site for a minimum of four years.

Questions concerning this SOP should be addressed to the facility manager.