

## Policy and Procedures for Importing & Exporting Animals

- Quarantine Fees:

A one-time fee of \$ 750 is the cost of quarantine. Per Diem charge will start when the mice are release into the Ichan/Annenberg Building. CCMS charges \$60 for domestic and \$100 per international import/ export. The shipping crate is free, dividers if needed are \$5.00 each and Hydro Gel pack 8oz (water) is \$2.75 or SE Gel 3oz \$1.25 per compartment. These fees are charge to MSSM PI only; we are unable to request reimbursement for CCMS shipping fees from PI's at other institutions. CCMS does not bill other institutions!

We use clear crate covers only, in accordance with Federal regulation. You or your technician must be present during the packing or unpacking of the mice. Also shipments will be received and accepted when weather conditions are acceptable as per World Courier. We only ship when temperatures are between 45 and 85 degrees. The mice will be shipped in a temperature-controlled environment at all times.

Domestic shipping is only ship from Tuesday through Wednesday. International shipments are shipped on Mondays or Tuesday if Monday is a holiday.

CCMS policy is that, ALL import and export requests are ship via World Courier only. If wish to use a different courier service, prior CCMS veterinary approval is required.

Please email Melanie ([sui-wan.lee@mssm.edu](mailto:sui-wan.lee@mssm.edu)) for further information.

- All imports:

Upon submission of your import form CCMS will request the latest health report from the shipping institution. After the health report has been submitted, reviewed and approved by the CCMS clinical veterinarian, CCMS will send "A Letter of Approval" with shipping dates for the animals requested.

In the case that CCMS isolator space is not immediately available your request will be placed on a waiting list and when isolator space becomes available an approval letter with shipping date will be sent out.

Please note that you are placed on the waiting list after the health report has been approved by the CCMS clinical veterinarian.

All imports to be housed in Ichan or Annenberg must undergo a minimum requirement of 8-week quarantine. Breeding will depend on how many cages are imported into the isolator. The isolator has a maximum housing capacity of ten cages. During this period sentinel mice are place in the isolator with your mice. They will be tested 3 times for parasites, twice for MHV by RT-PCR, and 3 times by serology. Helicobacter tests will only be done if mice are requested for 21A, 21E, and 21G .

- Acute Study:

Need not go through quarantine but CCMS requires a health report from the importing institution. Currently, there is only one isolator available for acute use this isolator can only be used for a two week period, per PI, per shipment! In addition to the shipping fee there is a housing charge of \$11.87 and a per diem charge per week of \$75.60 for the isolator. The maximum number of cages allow in the isolator is 13. You must submit a plan in writing when the animals will be removed from the isolator and taken by the lab. This will ensure the coordination of Vet Med and PI planning.

- Exports:

Upon receiving your export request form CCMS will send a copy of the latest health report to the receiving institution. When the receiving institution veterinarian or

*shipping coordinator sends “A Letter of Approval” CCMS will make arrangements via World Courier to ship the mice to the receiving institution. All cages to be export must have a completed [Transfer or Exportation Card](#) (Blue card) place in front of the original cage card. Transfer/Exportation Cards are available upon request from the facility supervisor.*

***Please note CCMS reserves the right to use isolators for in-house purposes as needed. Hence, isolator wait time maybe extended***