IACUC Policy # 530: Exportation of Rodents to Other Institutions

The intent of this policy is to describe the approval process to export rodents to institutions outside of Cornell University.

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1) Policy
   A. Rodents owned by Cornell University can only be shipped to another institution that has assurance of an appropriate animal care and use program.

   B. Cornell’s IACUC has determined the criteria for the suitability of the recipient institution to receive rodents, and the Cornell Center for Animal Care and Resources (CARE) will determine on a case-by-case basis whether these criteria have been met.

2) Procedures
   A. Cornell Investigators
      1. Ensure that the option to transfer animals to other institutions is included in applicable Cornell Institutional Animal Care and Use protocols.
         - Note: eSirius Section 13.1 requests information on what is to be done with animals if they are not euthanized. This section should state that animals may be transferred to other institutions.
      2. Fill out form F011.01 Record of Rodent Exportation in conjunction with the receiving institution. Form F011.01 can be found under Forms at: http://www.research.cornell.edu/care/acups.html.
      3. Notify the CARE export facilitator (CARE@cornell.edu) that a request has been made to send rodents from Cornell to another institution, and give the current housing location of the rodents to be shipped.
         - NOTE: A fee will be charged for CARE technician services to arrange the shipment and supply necessary shipping materials. PIs should contact the export facilitator for current pricing.
B. Receiving Institutions
   1. Contact Cornell’s Center for Animal Resources and Education (CARE@cornell.edu) to acquire, complete, and submit form F011.01.
   2. E-mail a copy of the receiving institution’s IACUC (or equivalent committee) Approval Letter, for the protocol that rodents will be transferred to, to the CARE export facilitator.

C. Approved Institutions
   1. AAALAC International-accredited Institutions and Institutions within European Union countries
      • Upon receipt of form F011.1 and an active protocol approval letter, rodents may be exported to the receiving institution.
   2. Canadian Council on Animal Care (CCAC) Institutions
      • Institutions which hold the CCAC Certificate of Good Animal Practice may receive rodents upon receipt of an active protocol approval letter and form F011.1.

D. Other institutions
   1. CARE will decide on a case-by-case basis if shipment can be approved based upon proof of adequate animal care and protocol oversight.
   2. Such proof may include a description of the research paradigm for the rodents being exported, a letter of protocol approval, a description of the animal care and use program (including type of rodent housing and surveillance program for rodent pathogens), and evidence of program oversight by qualified personnel.

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