



[Animal Care- Shipping/Transfer FAQs](#)

Q: How can I reach the shipping coordinator in my area?

If you wish to ship or receive animals, our animal shipping coordinators are here to help you. We have shipping coordinator specific to the New Brunswick/Piscataway and the Newark facilities.

For researchers located in New Brunswick/Pisc., please contact animal-shipping-nb@ored.rutgers.edu.

For researchers located in Newark, please contact animal-shipping-newark@ored.rutgers.edu.

Please review our [Animal Shipping page](#) that provides more details on the process.

Q: How do I request to import animals for my research?

If you wish to **import animals** to your lab from an external institution, please email your animal shipping coordinator with your request. We will provide you an [import form](#) to complete and return to us. Please ensure that all fields are completed. Once we have this form, we will contact the external institution to request the appropriate health documentation. Your request will be reviewed by a veterinarian and we will notify you of the approval status. Researchers are not permitted to coordinate transfers independently. Please review our [Animal Shipping page](#) that provides more details on the process.

Q: How do I request to export animals to an researcher outside of Rutgers?

If you wish to **export animals** from your lab to an external institution, please email your campus-specific animal shipping coordinator with your request. We will provide you an [export form](#) to complete and return to us. Once we have this form, we will contact the external institution to provide the appropriate health documentation for your animals. Once the receiving institution has approved the request, we will coordinate a shipment date to transport your animals. Researchers are not permitted to coordinate transfers independently. Please review our [Animal Shipping page](#) that provides more details on the process.

Q: I am a Rutgers PI who wishes to send their animals to another PI at Rutgers, how can I do this?

For **internal animal transfers** at Rutgers, please complete our [internal transfer form](#) and submit the form to your shipping coordinator's email address. Our shipping coordinator will review your request and place you in contact with the appropriate facility supervisors to arrange the transfer. Please be aware that if the receiving PI does not have the appropriate strain on their protocol, they will not be allowed to have these animals transferred. Please check that the strains are on both protocols or place an amendment for this through the eIACUC website. Additionally, PIs are discouraged from transferring animals to a facility of a higher health status. Animals may be subjected to quarantine or additional testing of which the PI will be required to absorb the costs. Please review our [Animal Shipping page](#) that provides more details on the process.

Q: Can I just have my mice shipped and placed immediately into the room where my current colonies are being held?

A: No, all incoming imports (with the exception of those on the Approved Vendors List) are subject to a 2-3 week Quarantine process and testing to ensure we do not risk contamination of the current colonies

Q: How can I receive an update on my shipping request?

Unfortunately, we do not have a real-time program that provides updates on your shipping queue. Please email your animal shipping coordinator to request an update. We will let you know of any outstanding documents, additional information needed, and where your request lies in the process.

Q: I have a urgent shipment, how can I make sure my animals are shipped accordingly?

If you have mice that need to be shipped at a certain age or collaborating on a time sensitive experiment, please contact your animal shipping coordinator *at least two weeks prior* to when you wish to ship your animals. This will ensure enough time to prepare your required documents and request any additional information from both institutions necessary to ship your animals. We understand that research is time-sensitive and are happy to assist you with your needs.

Q: What is causing my shipment to be delayed?

When shipping live animals, there are many things to consider including extreme temperatures, weather, spacing availability, and proper documentation. A shipment may be delayed due to extreme temperatures over 80 F or below 40 F. Additionally, extreme weather such as an upcoming snow storm or hurricane may result in delays as well. During the process, additional health reports, testing, or paperwork (MTAs) may need to be completed prior to approvals from the receiving institution. Finally, quarantine space availability may limit the amount of shipments we can receive at once. Your shipment may be in queue waiting for available space. Please contact your campus-specific animal shipping coordinator if you have any concerns.

Q: What is the process for exporting animals internationally?

International exports are processed similarly to domestic exports. Please submit your Rutgers export form to your shipping coordinator so we can provide the appropriate documentation to the receiving institution. International animal shipment paperwork usually needs to be endorsed by the USDA prior to shipping and have a limited number of days to ship the animals before the endorsement expires. The time to expiration will depend on the country you are sending your animals to as well. Due to the additional documentation and processing time, international animal export fees are higher than domestic shipments.

Q: Can I continue my research or breed my imported animals that are currently in quarantine?

We do not allow breeding or research within quarantine. To mitigate the risk of contamination, we limit the number of our staff allowed to enter our quarantine and do not allow researchers from entering. Once your animals are released from quarantine and placed into your colony room, you will be allowed to access them.

Q: My collaborator from an outside institution wants me to send them mice to breed, can I ship breeding pairs?

Mice can be shipped to external institutions (see information on exporting animals) , however we have some restrictions on the housing and condition of animals allowed to be shipped. We cannot ship breeding pairs, pregnant females, mice younger than weaning age, or sick or fighting animals. A few days prior to shipment, a member of our veterinary staff will provide a health check on your animals to ensure they are healthy for transport.

Q: Why do my animals require additional testing before a shipment is approved?

Additional testing may be required by the external institution based on their health standards and their pathogen exclusion list prior to shipping any animals. Additionally, CMR may require additional testing prior to shipment based on the provided health reports.