Standard Operating Procedure

Purpose:
To describe the minimum requirements for shipping animals from Loyola.

Procedure:

1) In order to meet all existing regulations, the CMF must initiate all animal exports from Loyola.

2) Commercial carriers are engaged for animal export. All carriers require an appropriate health certificate with accompanying documentation of the health status of the animal(s) signed by the attending veterinarian. Preparation of all appropriate health forms will be handled through the CMF.

3) Investigators must contact the CMF at least 15 days prior to expected shipment of the animals. This will allow sufficient time for the shipping arrangements and certification papers. In the case of non-human primate export, additional health papers are necessary and investigators must contact the CMF one month prior to anticipated shipment date. A member of the research staff must be available to assist the CMF technician when packing the animals for shipment.

4) The following information will be provided when animals are shipped:
   Investigator:
   Species:
   Strain/Description/Identification:
   IACUC Number:
   Research History:
   Health History (to be completed by CMF):
   Destination (i.e. other institution, location):
   Carrier (assigned or approved by CMF):
   Consignee (with approval from his/her institution):
   Contact Person:

Comments:
None

OFFICE USE ONLY:

APPROVALS

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Version          Effective Date  Supersedes  Original Date
#2              8/11/11             #1        08/07/08