



RESEARCH MODELS

International Shipping – Laboratory Rodent, Rabbit, and Ferret Diagnostic Samples

At Charles River, we understand that shipping your rodent, rabbit, and ferret samples across borders oftentimes presents a variety of challenges. In an effort to help you streamline this process, we have compiled the information that you need to import diagnostic samples into the United States.

Types of rodent, rabbit, and ferret samples covered by these guidelines:

- Blood sample (less than 1 liter)
- Serum (less than 1 liter)
- Antibody (less than 1 liter)
- Plasma
- Formalin-fixed tissue
- Fecal sample

NOTE: *Cell lines, hybridomas or monoclonal antibodies require additional documentation (refer to USDA Guideline #1120 for cell/tissue cultures and their products). If you are shipping these types of materials, please refer to the additional documentation requirements below.*

Checklist

On the outside of the container:

- 1 Charles River sample submission label
- The words “EXEMPT ANIMAL SPECIMENS”
- 1 Class 9 Miscellaneous Dangerous Goods label (with weight of dry ice in kg)

An envelope containing (outside of the box):

- 4 copies of the customs invoice
- 1 copy of the USDA-required statement

On the inside of the container:

- 1 copy of the Charles River Sample Submission Form

Please be sure to make copies of all documentation for your files before shipping.

Please note that when referring to specific US and international regulations and guidance cited below, any Patient Specimen is regarded as, “any human or animal material including, but not limited to excreta, secreta, blood, and its components, tissue and tissue fluids and body parts being transported for purposes such as research, diagnosis, investigational activities, and disease treatment or prevention.”

Required Documentation and Labeling

The following documents are necessary in order to ship rodent and rabbit diagnostic samples to Charles River in the United States:

1. **Customs Invoice***. This document states the number of samples and the declared monetary value of the shipment. A total of four (4) copies of this invoice are necessary. The invoice must be printed on facility letterhead (stationery with the name and physical address of the facility) and placed on the outside of the container. Please contact your international carrier, freight forwarder, or customs broker for additional details.
2. **Document for the USDA***. This document must be placed on the **outside** of the container. It is a **signed** document on facility letterhead (stationery with the name and physical address of the facility) that provides the following:
 - Identifies the material and name of the animal species (e.g., “Non-Infectious Mouse Serum”).
 - A written statement confirming that the material was derived only from laboratory mammals that have not been inoculated with or exposed to any livestock or poultry disease agent(s) exotic to the United States.
 - A written statement confirming that the material was derived only from laboratory mammals that did not originate from a facility where work with exotic disease agents affecting livestock or avian species is conducted.
 - A written statement that identifies the immunogen for antibodies/antiserum, if applicable.

Additional documents* necessary to ship cell lines, hybridomas, or monoclonal antibodies include:

- A written statement confirming that the material is a cell line or another product of a cell line (including monoclonal antibodies).
- A written statement confirming the immunogen (what the monoclonal antibody is directed against), as applicable.

- A written statement confirming that the material is for *in vitro* use OR that the material is for *in vivo* human use.
- A written statement confirming that the material does not come from a facility where work with exotic viruses affecting livestock and avian species is conducted.
- A written statement confirming that the material is not recombinant OR that the material is recombinant but contains no genes and expresses no products of exotic livestock or poultry disease agent(s).

These documents should **NOT be placed inside the shipping containers, but rather should accompany each shipment on the outside of the container and be accessible for review by the specialists at the US port of arrival.*

A **USDA CITES permit will not be required** for the importation of laboratory rodent, rabbit, and ferret materials provided that they meet the criteria listed above. For additional information on USDA documentation guidelines, please refer to their website: www.aphis.usda.gov. Please reference “Guidelines for Importation #1103 (Live Laboratory Mammals and Their Material [for research purposes])” and “Guidelines for Importation #1120 (Cell Cultures/Lines, Recombinant Cell Cultures/Lines, and Their Products [for in vitro use])”.

3. Completed Charles River Sample Submission Form.

This form should be specific to the testing laboratory that you will be using and can be found at www.criver.com/info/diagnostic_sample_submission. This form should be placed **inside** the container.

4. **Charles River Sample Submission Label**. This label should be affixed to the appropriate shipping container(s), which are provided compliments of Charles River.

The image shows a yellow sample submission label form for Charles River. At the top left is the Charles River logo. To the right, it says 'SAMPLE SUBMISSION' followed by the address: '251 Ballardvale Street, Wilmington, MA 01887'. Below this, there are two checkboxes for 'GLP' and 'Non-GLP'. A note says 'To ensure proper receipt, please affix in clearly visible location on side of box'. Underneath, it says 'Please Select Department(s) Below' and lists seven departments with checkboxes: 'Clin. Path. x 6599', 'Serology x 6596', 'Molecular Diagnostics x 6111 (PCR)', 'Microbiology x 6594', 'Parasitology x 6613', 'Histology Pathology x 6592', and 'IVH x 6322'. At the bottom, there are storage conditions: 'Storage Conditions: (first one)', 'Room Temp.', 'Refrigerate Do NOT Freeze', 'Freezer (-20°C)', and 'Freezer (-70°C)'.

5. Please use an **insulated shipping container** and **mark it** as follows: **“EXEMPT ANIMAL SPECIMENS”**. These markings must be at least one inch high and appear on the top and at least one other side of the shipping container. Charles River provides complimentary shipping materials to our customers. Please visit www.criver.com/info/quotes to request materials using our shipping materials request form.

The package must be appropriate to the sample and consist of:

- A leak-proof primary receptacle.
 - A leak-proof secondary packaging.
 - An outer packaging of adequate strength for its capacity, mass and intended use, and with at least one surface having minimum dimensions of 100 mm x 100 mm.
 - For liquid specimens, an absorbent material, sufficient in amount to absorb the complete specimen, must be placed between the primary receptacle and secondary packaging.
6. If dry ice is used, attach a **“Class 9, Miscellaneous Dangerous Goods” label** to the outside of the shipping container. The amount of dry ice (in kilograms) must be marked. For more information on how to obtain these labels or to learn about correct shipping conditions, please contact our Technical Services Department at 1-800-338-9680 or comments@crl.com.

For more specific information on shipping your samples, please reference our sample submission information sheet: www.criver.com/info/diagnostic_sample_submission.

Please ship samples and accompanying sample submission form to:

Charles River
261 Ballardvale Street
Wilmington, MA 01887 USA

Be advised that it is best to ship your samples on a Monday or Tuesday to allow for the length of the business week to clear customs. If a problem arises, it can be addressed during a regular work day and your sample will have a better chance of moving through customs quickly.

These instructions are intended to be used as a guide. To the best of our knowledge, these are the documents necessary to ship your samples to the United States. Prior to shipping, however, please verify these guidelines with the organizations listed above. It is the responsibility of the shipper to verify these guidelines and correctly classify, identify, mark, label, and document the specimens to be shipped.

If you require further information, such as details regarding our diagnostic services capabilities, or to obtain complimentary labels and shipping forms, please contact our Technical Services Department at 1-800-338-9680 or comments@crl.com.

