

International Shipping – Nonhuman Primate Diagnostic Samples

At Charles River, we understand that shipping your nonhuman primate 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 nonhuman primate materials covered by these guidelines:

- Blood
- Serum
- Plasma
- Fecal swab and sample
- Formalin-fixed tissue

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.*

Required Documentation and Labeling

The following documents are necessary in order to ship nonhuman primate 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.

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
- 1 copy of the Federal Fish and Wildlife Import/Export license
- 1 copy of the Permit to Import or Transfer Etiological Agents or Vectors of Human Disease
- 1 copy of the package label for the Centers for Disease Control permit
- 1 copy of the CITES permit

On the inside of the container:

- 1 copy of the CITES permit
- 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 U.S. and international regulations and guidances 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.”

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:

- A detailed and accurate description of the material being sent, with species identification (e.g., “Non-Infectious Nonhuman Primate Serum”).
- A written statement confirming that the material was not obtained from humans or nonhuman primates that have 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 is not of tissue culture origin.
- A written statement confirming that the material is not zoonotic.

Additional documents* necessary to ship cell cultures, cell lines, tissue in culture, 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 U.S. port of arrival.*

For additional information on USDA documentation guidelines, please refer to their website: www.aphis.usda.gov. Please reference “Guidelines for Importation #1101 (Guidelines for Importation of Human and Nonhuman Primate Material)” and “Guidelines for Importation #1120 (Cell Cultures/Lines, Recombinant Cell Cultures/Lines, and Their Products [for *in vitro* use]).”

3. **Federal Fish and Wildlife Import/Export License (US Fish and Wildlife Service)**. A copy of Form 3-177 USFWS I/E Declaration must be completed and placed on the **outside** of the container.

4. **Permit to Import or Transfer Etiological Agents or Vectors of Human Disease (Centers for Disease Control)**. A copy of this document can be obtained by contacting Charles River at askcharlesriver@crl.com and should be placed on the **outside** of the container.

5. **Package Label for Centers for Disease Control Permit**. A copy of this document can be obtained by contacting Charles River at askcharlesriver@crl.com and should be placed on the **outside** of the container.

6. **CITES Permit**. Please place the original permit on the outside of the container and a **second** copy inside the container. The original CITES permit must be stamped/endorsed by Exporting Country’s Customs prior to leaving the country in order to be considered valid by the Importing Country’s Management Authority. Prior to shipping, arrangements should be made with intended courier service to confirm this requirement will be performed as part of their transport process. Contact your country’s CITES authority to obtain the proper exportation permit: www.cites.org.

7. **Completed Charles River Sample Submission Form**. This document should be placed **inside** the container.

8. Please ship samples according to guidance provided by the International Air Transport Association (www.iata.org).

Please ship samples and accompanying sample submission form to:
Charles River
Building 22
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 simian testing capabilities, or to obtain shipping forms and related documents, please contact Charles River at askcharlesriver@crl.com.