



LARC ANIMAL IMPORT AND EXPORT PROCEDURES

This document provides steps for the importation and exportation of animals to and from UTSA.

IMPORTING ANIMALS FROM OUTSIDE INSTITUTION TO UTSA



Animals received from [Non-Approved sources](#) (i.e., non-commercial source - outside university, research institution, etc..) must be screened more cautiously to prevent introduction of adventitious pathogens into the facility. Before animals can be approved for shipment to UTSA, health reports from the non-approved originating faculty must be reviewed by the University Veterinarian/Director.

Animals will be placed in quarantine upon arrival at UTSA. The PI is responsible for costs associated with quarantine housing and testing. Generally, quarantine and testing is about 10 days but could be longer depending on the circumstances. If results are clean, then animals may be released. If results are positive for any of UTSA's excluded pathogens, the animals may not be released until the offending agent has been eradicated. LARC veterinary staff will consult with the research team prior to implementation of any treatment plan. The investigator will be responsible for any costs associated with treatment and or additional testing. See [LARC Services & Per Diem Rates](#) for more information.



IMPORTATION OF ANIMALS

STEP 1

Download LARC [Animal Transfer Request \(ATR\)](#)

- A. Complete/submit ATR to LARC: larc@utsa.edu
 - Make sure the **ATR** includes **complete animal information (sex, strain)** and **quantity** to be shipped.
 - ❖ **Transfer/shipment will not be completed without this form.**
- B. Email completed ATR to LARC: larc@utsa.edu
 - **IMPORTANT** - Include in email:
 - Name and email address for point of contact for this shipment at importing institution.

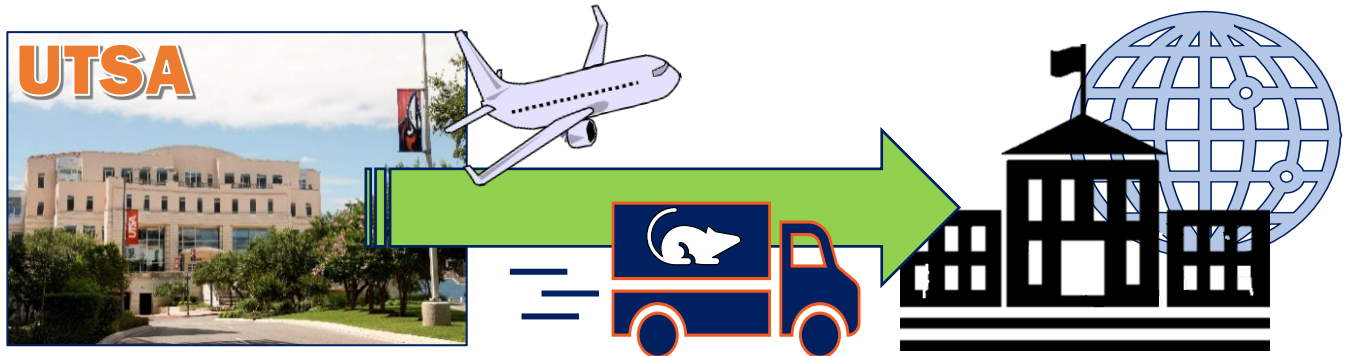
STEP 2

IMPORT PROCESS:

- Upon receipt of **ATR** - **LARC Animal Import/Export Team** will contact the importing institution to obtain animal health information, required for approval to receive animals.
 - ❖ Upon receipt the animal health report will be reviewed by **UTSA LARC Veterinarian**
 - ❖ Additional information and/or testing may be required to approve animals for import based on health status and or institution health history.
 - ❖ Upon approval, LARC will provide importing institution preferred shipper and instructions for import to UTSA.
- PI will be notified once shipment has been approved and scheduled for import.
 - ❖ **UTSA PI will be responsible for all applicable shipping costs.**
- Upon receipt animals will be housed in LARC Quarantine and samples will be submitted
 - ❖ Animals will remain in quarantine and will be released upon receipt of acceptable results.
 - ❖ **PI and lab staff cannot access animals while housed in quarantine.**



EXPORTING ANIMALS FROM **UTSA** TO OUTSIDE INSTITUTION



EXPORTATION OF ANIMALS

STEP 1

Download - [Animal Transfer Request \(ATR\)](#)

Complete – email **ATR** to LARC: larc@utsa.edu

- ❖ Make sure the **ATR** includes **complete animal information (sex, strain)** and **quantity** to be shipped.
- ❖ **Transfer/shipment will not be completed without this form.**
- ❖ Mark cages for export to be easily identified when the time comes to ship.
- ❖ **Name of individual and contact information at Export (receiving) institution**
- ❖ Upon receipt LARC Import/Export team will begin process

Continue





EXPORTATION OF ANIMALS - continued

STEP 2

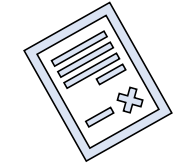
EXPORT PROCESS:

1. **LARC Animal Import/Export Team** will contact individual(s) at receiving institution to obtain instructions/requirements necessary for approval to send/import animals.
 - Receiving institution will provide their import requirements, which include the health history of animals and description of LARC's animal health monitoring program.
 - The receiving institution reviews animal health information and sends communication to approve **or** require further testing **and/or** additional information to approve import.
 - **Note: Additional testing requested/required for import may be the responsibility of UTSA PI/Researcher.**
 - Approval process – in some instances does require more time and **must be completed** to move forward with scheduling and shipment of the animals.
2. **Receipt of Approval Notification** (from receiving institution) – contains preferred shipper information, account number and any other import information/requirements.
 - Upon **receipt of approval to import information**, the shipper will be contacted to schedule pick up of animals from UTSA.
 - **Day of shipment** - LARC Animal Import/Export Team prepares, packs animals for pick up by courier.
 - The **receiving researcher/institution is responsible for the shipping/transport costs.**

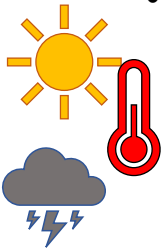
During the process we will keep you updated on progress. Sometimes this takes time depending on how quickly the receiving institution moves.



OTHER IMPORTANT CONSIDERATIONS REGARDING ANIMAL IMPORT/EXPORTS:



- **MOU/MTA:** Some strains of mice are considered “intellectual property” and as such require an **MOU** (Memorandum of Understanding) or **MTA** (Material Transfer Agreement) that outlines any expectations or restrictions in use of that strain between the two institutions/researchers. Please be aware that if this is required, it takes time having to go through Contracts and industrial agreements. Important to verify if this is requirement **PRIOR** to import/export process.



- **Weather:** Weather can have a factor – Extreme weather conditions/storm. For example: Late spring/ summer when temperatures in our region average well above 80 degrees which is temperature restriction limit when flying/transporting animals. This may cause delays or we may not have the ability to ship animals until our area/region reaches cooler temperatures. Factors such as that are out of our hands. Best to move animals in the fall and spring when temperature and weather conditions on average are more favorable.

We hope this document helps you get started with your import/export process. Any questions, or need additional assistance, please contact the LARC (larc@utsa.edu)

Thank you!

