

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 426.1

Date Issued: 9/18

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**I. PURPOSE**

1. To establish appropriate procedures for packing and shipping rodents to other institutions.

**II. RESPONSIBILITY**

1. Shipping coordinators ensure all approvals are in place to ship animals and provide the necessary information, documents, and labels to the animal facility manager to prepare the animal shipment.
2. Facility Managers ensure the staff assigned to processing the shipment are adequately trained in animal shipping



- c. Depending on the courier handling the shipment, it may be requested that multiple crate shipments be bundled together. How they are to be bundled will be described in the shipping documents.
- d. Affix the Airbill label to the top of crate/bundled crates.
- e. Affix the Ship-To address label to the top of crate/bundled crates.
- f. Affix "Laboratory Animal Label" to top of crate/bundled crates.
- g. Affix "This Side Up" to side of crate/crate bundle.
- h.