

Guidelines for Packing Mice to Shipment to Other Institutions

Note: If at any time you are confused or have a question, please ensure the mice are secure and find a member of the LAP Centralized Staff and they will provide assistance.

Temperature extremes need to be avoided. Special precautions to protect animals from heat or cold stress or postponements are required when temperatures are below 45° or above 85° Fahrenheit. Inclement weather (e.g., rain) may also necessitate postponement of shipments

Supplies Provided by LAP CENTRALIZED STAFF on Request: Gel Packs, Dividers, Shipping Crates, Bedding,

Supplies Available in the Animal Room: Blank Cage Cards, Food, Scissors

Supplies the Packer Needs to provide: Marker, Packing Tape, Waybill, shipping information, copy of health report in an envelope, shipping labels (2) with address for the receiving institution

(Note: If you are in the facility and forgot something, speak to the LAP Centralized staff and they can probably assist you with everything EXCEPT the waybill and the health report)

Space Requirements: 1 cage per divided section

Packing Animals:

1. Open shipping crate inside the change station and set the lid in the filter top holding bar at the back of the change station.
2. **Tape any dividers** into place to prevent them from falling in transit ensuring there is no bedding in the tracks.
3. Prep each section with feed and gel packs.
 - a. A **half a scoop of feed** should be placed in each section. 2 scoops of feed should be placed in the crate if no dividers used and the max # of mice is shipped.
 - b. **Slice open gel packs** to ensure mice have access to gel. The gel serves as the animal's water source. **Failure to provide could result in the loss of mice due to dehydration.**
 - c. Ensure all sections are prepped with feed and gel prior to begin placing the mice.
4. Label each section with a letter or number on the lid AND bottom of the cage. These letters/numbers also go on the cage cards travelling with the animals with information regarding strain, designations or other information for the new institution. **Cage cards should NOT be placed in the crate with the animals – they will be chewed and unreadable upon arrival in their new location.**
5. Place the mice in each section of the crate.
6. **Securing lid** on shipping crate
 - a. Place the lid on the crate ensuring the holes on the lid and crate line up.
 - b. Begin securing the crate with the END of the lid without the holes (marked **LIVE ANIMALS**). **There are two hooks in the lid that must be inserted into the lip of the crate.**
 - c. Dividers need to align with the slots in the lid.
 - d. Snap both sides shut.
 - e. Snap the end with the holes shut.
 - f. You cannot put the lid on backwards or it will not snap shut on all sides. If the lid is loose or it does not snap, find a member of LAP Centralized Staff and they will assist you.
7. Tape the envelope with the health certificate and cage cards securely to the top of the crate.
8. Place 1 shipping label on the envelope on the top of the shipping crate and 1 label on the side of the shipping crate.
9. Place the crate in the designated pick up location for your facility.

