**DOMESTIC EXPORT PROCESS MAP**

**Export Request form submitted to RAR**
- Export request submitted via email to AnExport@umn.edu
- Must be filled out completely before processing begins
- Once complete, PI will receive an email confirming receipt along with an RAR Export number assigned to the request.
- At this point, PI should submit a Material Transfer Agreement (MTA) application for their export. IMPORTANT: Be sure to note on form to contact RAR when MTA is finalized and complete.

**Verification**
- Protocol and account information is verified
- Health reports generated and sent to receiving institution
- Upon review of health reports, receiving institution grants permission to accept mice
- Verification of completed MTA with OTC

**Finalizing Export**
- Communicate with area supervisor; animals are marked for export by PI
- Contact courier to schedule pickup
- Confirm pickup details with supervisor, sending PI and receiving institution
- Prepare ship out packet and send to supervisor
- Animals are packed the morning of shipout
- Once animals are successfully shipped, submit billing invoice or special services for charges due
INTERNATIONAL EXPORT PROCESS MAP

Export Request Form Submitted to RAR
- Export request submitted via email to AnExport@umn.edu
- Must be filled out completely before processing begins
- Once complete, PI will receive an email confirming receipt along with an RAR Export number assigned to the request.
- At this point, PI should submit a Material Transfer Agreement (MTA) application for their export. IMPORTANT: note on form to contact RAR when MTA is finalized and complete.

Verification
- Protocol and account information is verified
- Health reports generated and sent to receiving institution
- Upon review of health reports, receiving institution grants permission to accept mice
- Verification of completed MTA with OTC

Preparing Export
- Contact courier for customs documents needed for the specific country
- Obtain signatures from veterinarians on required documents for customs
- For exports to Japan, customs forms are sent to USDA for stamping off
- All documents are scanned and sent to courier for approval by receiving country's customs office
- Receive approval from the courier to ship

Finalizing Export
- Communicate with area supervisor; animals are marked for export by PI
- Contact courier to schedule pickup
- Confirm pickup details with supervisor, sending PI and receiving institution
- Prepare ship out packet and send to supervisor
- Animals are packed the morning of shipout
- Once animals are successfully shipped, submit billing invoice or special services for charges due