

## IACUC POLICY AND PROCEDURE STATEMENT

**Policy/Procedure:** Transportation Policy

**Policy/Procedure ID:** 11-04-001

**Effective:** April 14, 2011

### A. Background

The *Guide for the Care and Use of Laboratory Animals* (the *Guide*) states that “All transportation of animals, including intra-institutional transportation, should be planned to minimize transit time and the risk of zoonoses, protect against environmental extremes, avoid overcrowding, provide food and water when indicated, and protect against physical trauma. Coordination of ordering and receiving with animal-care personnel is important to ensure that animals are received properly and that appropriate facilities are available for housing”.

### B. Policy

#### Transporting animals within a building

- Animal Welfare Regulations (AWR) shall be followed in transporting regulated animals.
- When transporting animals, the most direct route should be taken in order to minimize the time spent in common hallways or lobbies where the public may be present.
- When transporting animals within campus buildings, cages and carts must be draped with cloth or other covering to ensure animals and cages are completely shielded from public view.
- All animals must be transported in a species-appropriate container. The container must be sanitizable or disposable and must have no floor openings that may injure the animal. It must provide a secure environment that is escape proof, has a solid floor, and be free of sharp edges that could possibly injure the animal.
- Animals must be transferred into a clean cage, even if they are to be used in a terminal procedure. This will greatly reduce the concentration of allergens in the cage, to which people may be exposed.
- Up to 2 standard rodent cages may be carried by hand. If 3 or more cages are to be transported, a cart is required. In all cases, cage lids must be secured to the cages with a clip, tie, or residue-free tape to prevent escape of the animal.
- Empty cages should not be placed in the hallways outside of laboratories. This practice may result in spread of disease to the healthy rodent populations and to

staff. Return all empty cages to the animal facility washroom. Note that empty cages should also be covered when they are being returned to the animal facility.

- Only investigative staff listed by name on the associated protocol may perform the transport.
- Investigators may transport their animals to and from their laboratory or specialized equipment facilities, if approved in their protocol.

### **Transporting animals outside of a building\***

- Animal Welfare Regulations (AWR) shall be followed in transporting regulated animals.
- Transportation of animals is to be done in a direct and timely manner.
- Rodents should not be transported at a cage density of more than two times the standard housing density.
- Cages must not be stacked on top of each other if it interferes with ventilation.
- Unoccupied, dirty cages must be bagged in a plastic sealed bag during transportation.
- Special precautions or postponements are required when temperatures are below 50F or above 85F. Depending upon weather conditions, such as humidity and wind speed, special precautions may also be required when temperatures are between 50F – 85F.
- When the outside temperature is between 50F and 85F, the animals may be transported in a vehicle that is not climate-controlled. Animals must be transported within climate-controlled vehicles when the outside temperature is below 50F or above 85F. The heating/cooling system of the vehicle must maintain the inside temperature of the vehicle within this range (50F to 85F).
- Cargo areas used to transport animals must be cleaned and decontaminated.
- The use of private vehicles to transport laboratory animals presents a risk of contamination due to exposure to allergens, zoonoses, and other hazards associated with animal exposure and, is therefore, strongly discouraged.
- Personal vehicles may be used to transport animals if the following additional conditions are met:
  - The use of personal vehicles for transport of animals must be specified in the protocol and approved by the IACUC.
  - The container used to transport the cages must be secured to the inside of the vehicle to prevent spillage (e.g., using bungee cords or other suitable restraint).
  - Animals should be protected from direct sunlight and public view.
  - Under no circumstances should non-research personnel be present in a private vehicle when it is used for transporting laboratory animals.

- Each transport vehicle must undergo semi-annual inspections by the IACUC. The vehicle must have undergone at least one inspection before use.

\*For non-commercial sources of animals, in particular, it is important for the Attending Veterinarian or the Veterinarian's designee to review the health status and other housing and husbandry requirements prior to authorizing shipment of animals. This will ensure that effective quarantine practices are implemented for incoming animals as well as addressing any special requirements needed to ensure animal well-being.

Any exceptions to this policy must be pre-approved by the IACUC.