

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

SOP#: 007.9

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Page 1 of 3

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<b>TITLE:</b>	<b>Transportation, Relocation, or Reassignment of Animals</b>
<b>SCOPE:</b>	All Animal Program Personnel
<b>RESPONSIBILITY:</b>	Facility Manager, All Animal Program Personnel
<b>PURPOSE:</b>	To Outline the Proper Procedures of Animal Transportation, Relocation and Reassignment.

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**I. PURPOSE**

1. The following outlines the proper procedures of animal transportation, relocation and reassignment, to ensure accountability of animals with regard to source, assignment, use, and health status.

**II. RESPONSIBILITY**

1. All program staff contributes to the successful compliance with this policy.

**III. PROCEDURES**

1. All transportation of animals, including intra-institutional transportation, should occur only when essential since any transit time introduces risks of exposure to environmental extremes, crowding, infectious agents, animal safety and well-being, and possible zoonoses, which can affect animal and public welfare, and the consistency of results.
2. Movement of animals within animal housing rooms is discouraged. Movement of animals between animal housing rooms of a single facility, or between separate facilities is discouraged, and permitted only when requested in writing using a ***Request to Relocate Research Animals***, a ***Request to Reassign Research Animals***, or a ***Request to Reassign Locally Produced Mice to a Research Protocol*** form, and approved by a Director of Comparative Medicine.
3. Transfer of animals from one IACUC-approved research use (excluding mouse production as described in an IACUC-approved ***Application to Establish/Maintain a Murine Colony***) to another is permitted only when requested in writing using a ***Request to Reassign Research Animals*** form, the reassignment is justified in writing, and approved by both the originating and reassigned PIs and a Director of Comparative Medicine. An approved reassignment of animals from one IACUC-approved research protocol to a new IACUC protocol becomes effective on the date of the transfer, and all animal per diem, identifying cards, and inventories are changed to reflect this reassignment.
4. Reassignment of naïve mice originating from an IACUC-approved mouse colony protocol to an initial IACUC-approved research protocol is accomplished by notifying the facility manager, who completes a ***Request to Reassign Locally Produced Mice to a Research Protocol*** form, who adjust all animal per diem, identifying

cards, and inventories to reflect this reassignment, which becomes effective on the date of the transfer, and who secures prior approval from a Director of Comparative Medicine if the reassignment necessitates a physical relocation of mice.

5. Requests for **reassignment of non-naïve rodents** with respect to major medical, surgical, research or teaching procedures from an approved research protocol to a mouse colony protocol requires IACUC review and approval.
6. Shipment of animals to or from other institutions must be requested in writing using a ***Request to Receive Animals From Another Institution, or a Request to Ship Animals to Another Institution*** form, approved by a Director and arranged and accomplished by Comparative Medicine, in compliance with **Animal Welfare Regulations**, and the **International Air Transport Association Live Animal Regulations**.
7. The health quality of animals is assessed upon arrival by physical examination, by clinical and diagnostic assessment in some cases, and/or by documented health assurances and quality control of the vendor.
8. Animals are transported from vendors either by a designated environmentally controlled vehicle, or by express air freight. Animals should be transported so that they are received within 24 hours of departure from the vendor's facility. Local transportation within the institution is accomplished using an environmentally controlled vehicle.
9. **Movement of animals between housing rooms of a single facility** is permitted only with prior approval and is conducted in the following manner:
  - a. Large animals such as goats, sheep, pigs, and dogs may be lead by means of a leash and walked from room to room. Those animals not capable of being lead will be crated and moved by means of a cart.
  - b. Small animals such as rabbits, cats, small dogs and young livestock may be individually carried or placed in a suitable carrier to facilitate movement between rooms.
  - c. Rodents can be transported between rooms while remaining in their primary enclosure. They may be carried individually or by utilizing a cart.
  - d. Nonhuman primates are relocated to other rooms by either rolling their primary enclosure while they remain inside, or by sedating them prior to removing them from their enclosure and relocating to a primary enclosure located within another room.
10. **Movement of animals between separate facilities** is permitted only with prior approval and is conducted in the following manner:
  - a. All animals are placed in an appropriate transport/shipping enclosure of suitable size to permit normal movement and posture.
  - b. Non-rodent animals are ideally transported individually but may be group transported when social compatibility has been established.
  - c. Rodents are transported between facilities in commercially available polypropylene rodent shipping containers. Relocation of rodents within their home-cage, with filter tops adequately secured, is acceptable when relocating large numbers of rodents and the use of shipping containers is not practical.
  - d. Rodent shipping containers or home cages are spritzed with Oxivir Tb as they leave the facility when being relocated from animal facility to animal facility.

- e. Primates are sedated and transported in commercially approved shipping containers.
- f. All animals are placed in transport enclosures within the facility and then carried or carted to the vehicle transporting them.
- g. Enclosures used for transport should be placed in the vehicle in a manner that they will remain stable and in such a way to facilitate adequate ventilation between/around enclosures.
- h. Vehicles used for transport should be well ventilated and equipped with heating and air-conditioning when necessary to maintain temperatures consistent with the recommendations of the AWR and/or the Guide.
- i. To ensure animals are transported within the correct temperature range, the temperature of the cargo space where the animals are held is recorded when the animals are loaded and again when unloaded on **CMDC #249 Vehicle Temperature/Sanitation Log**. Temperature is measured at the primary enclosure level when using a secondary enclosure.
- j. Transportation of animals in private vehicles is discouraged.
- k. Transportation can be stressful. Movement of animals should be well planned, coordinated by trained/experienced personnel, and utilize direct transport routes to minimize transit time.
- l. The interior of the vehicle's animal cargo space shall be kept clean, and sanitized, as needed using Oxivir Tb spray/wipes. When rodent primary enclosures are transported in a secondary enclosure (e.g., large plastic storage totes/containers) only the secondary enclosure requires sanitization. Sanitation is memorialized on **CMDC #249 Vehicle Temperature/Sanitation Log**.
- m. Upon arrival and within the receiving facility decon room, sealed primary enclosures or shipping containers delivering rodents are decontaminated using Oxivir Tb spray.
- n. The refrigerated animal transport vehicle's cargo box is cleaned and sanitized after each episode of animal transport.
  - 1. Following each episode of relocating swine, feces are picked-up/removed, floors swept, and then floors (and sides if needed) mopped with a suitable disinfectant (e.g., Oxivir Tb, Quatricide PV, or Sporicidin).
  - 2. Following the last relocation of the week, feces are picked-up/removed, floors swept, floors and sides scrubbed/brushed with a suitable disinfectant (e.g., Oxivir Tb, Quatricide PV, or Sporicidin) and then rinsed/hosed-down.
  - 3. Temperature and sanitation are documented on **CMDC #249 Vehicle Temperature/Sanitation Log**.
- o. Prior to departure, drivers should confirm a response plan in the event of vehicle break-downs/accidents that may occur during animal transport. Additional transit time may introduce risks of exposure to environmental extremes and affect animal welfare. Comparative Medicine staff should contact a Director for assistance when unexpected delays occur.

Approved:

Date: