

No./Title: Animal Transportation	Resp. Office: RESEARCH	Effective Date: 08/01/2017
Category: Institutional Animal Care and Use	Last Review: 01/12/2021	Next Review: 12/31/2021
Contact: IACUCAdministrator	☎ 901.448.3904	✉ iacuc@uthsc.edu
Related Policies:	Revised: 1/14/2020	

PURPOSE

The guidelines outlined below provide guidance to investigators on how to safely and effectively transport animals within or between buildings on the UTHSC campus as well as affiliated institutions (e.g., LeBonheur). These guidelines are necessary to ensure the health and wellbeing not only of the animals, but also of the people in areas through which animals are transported.

BACKGROUND

The *Guide for the Care and Use of Laboratory Animals* (the *Guide*) states that "The process of transportation should provide an appropriate level of animal biosecurity while minimizing zoonotic risks, protecting against environmental extremes, avoiding overcrowding, providing for the animals' physical, physiologic, or behavioral needs and comfort, and protecting the animals and personnel from physical trauma".

GUIDELINES

1. The performance site(s) for all animal procedures must be identified in the animal research protocol that is reviewed and approved by the IACUC
2. When transporting animals between laboratories and the animal housing areas, the most direct route must be taken in order to minimize the time spent in areas where the public may be present.
 - a. The hallways in campus buildings are considered public areas. Therefore, when transporting animals within campus buildings, cages and carts must be draped with a covering (that is disposable or can be sanitized between each use) to ensure animals and cages are completely shielded from public view. Note that: the yellow gowns provided as personal protective equipment (PPE) are adequate for use as a drape or covering. However, only a fresh unused PPE covering should be used for this purpose.
 - b. If tote bags are used, the boxes must fit entirely within the bag.

3. 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, and must allow proper air exchange within the box. 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.
4. Up to 2 standard rodent boxes may be carried by hand and 3 standard boxes may be carried using the LACU provided tote bags. If more than 3 boxes are to be transported, a cart is required. In all cases, lids must be secured to the box with a clip, tie, or residue-free tape to prevent escape of the animal. Boxes that contain animals must not be stacked.
5. If animals will remain in the laboratory for more than 2 hours, transfer the animals to clean boxes with fresh bedding before transport. When possible, plan in advance and ask the LACU staff for extra clean boxes.
6. After transport:
 - a. Keep the filter top lid on soiled boxes after the animals have been removed.
 - b. Return soiled boxes to the animal facility as soon as possible after animal procedures. Empty boxes must not be placed in the hallways outside of laboratories.
 - c. Empty soiled boxes must not remain in the laboratory overnight.
7. Note that empty boxes should also be covered when they are being returned to the animal facility.
8. Personnel who transport animals or soiled boxes must promptly clean up all spills of soiled bedding. Please report box spills and escapees immediately to the IACUC office at 448-3904.
9. Transport of large animals (dogs, swine, etc.) must be performed by LACU personnel using designated and IACUC approved conveyance. Rabbits and neonatal swine may be transported in an appropriate transport container by named individuals in an approved protocol who have undergone hands-on training to the satisfaction of LACU and the IACUC.

TRANSPORTING ANIMALS OUTSIDE OF A BUILDING

The following additional guidelines apply when transporting animals outside of a building (e.g., between TSRB and LeBonheur):

1. Only rodents may be transported outside of a building by non-LACU personnel.
2. Rodent boxes must be placed inside of an opaque container with a secured lid to shield the animals from public view. This container must be made of a material that can be cleaned

and sanitized between uses. A Rubbermaid or similar container modified with ventilation holes or the LACU provided durable totes are recommended. The yellow gowns provided as PPE are not adequate for use as drapes or coverings for boxes transported across campus.

3. When the outside temperature is between 50°F and 85°F, animals may be transported without climate-controlled vehicles.
4. Animals must be transported within climate-controlled vehicles when the outside temperature is below 50°F or above 85°F. The heating/cooling system of the vehicle must maintain the inside temperature of the vehicle within this range (50° to 85°F).
5. Personal vehicles may be used to transport animals if the following additional conditions are met:
 - a. The use of personal vehicles for transport of animals must be specified in the protocol and approved by the IACUC.
 - b. The container used to transport the boxes must be secured to the inside of the vehicle to prevent spillage (e.g., using bungee cords or other suitable restraint).
 - c. Animals should be protected from direct sunlight and public view.
 - d. Each transport vehicle must undergo semi-annual inspections by the IACUC.