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Standard Operating Procedure

1. Purpose

To ensure the health and safety of animals and personnel during transportation.

The *Guide for the Care and Use of Laboratory Animals* states that animal 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”.

2. Scope

Pertains to all Central Oregon Community College programs/departments transporting animals to or from a Central Oregon Community College facility.

Animals in approved IACUC protocols that are client-owned are exempt from this standard operating procedure (SOP) if transportation is provided by the owner.

3. Prerequisites

The transportation method will be described in the Animal Use Protocol and approved by the IACUC prior to transportation of animals.

4. Responsibilities

The Principal Investigator will ensure that the transportation is described on an IACUC approved protocol and that staff complies with the approved transportation methods.

5. Procedure

General procedures:

- All methods of transporting animals must provide for the health and welfare of animals. Animals must not be transported with any other animal, substance, or device that may potentially cause injury to the animal being transported.



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- Animals will be properly identified in transit according to the species specific standard for identification of animals.
- Animals transported within or between buildings must be physically controlled to prevent escape. This includes the use of kennels, use of leashes, cages (covered and with secure lids), lead ropes, gates, or other suitable method to keep the animal(s) under control.
- Animals shall be in enclosures appropriate for the species, and an appropriate number of animals shall be in each container as recommended by the *Guide for the Care and Use of Laboratory Animals* (Guide), the USDA Animal Welfare Act (AWA), and the *Guide for the Care and Use of Agricultural Animals* (Ag Guide), and/or other pertinent guidelines as recommended by the Attending Veterinarian (AV) and the IACUC. Enclosures must be secure and carefully handled. The enclosures must be maintained in a manner that will prevent them from tipping or falling and must be handled in a manner that will minimize any physical trauma or distress to the animals.
- USDA covered species will have adequate room to turn around in the container. USDA covered species include: dogs, cats, non-human primates, rabbits, guinea pigs, hamsters, and other mammals not specifically excluded (exclusions are laboratory mice, rats and birds). Cattle, sheep, goats and pigs may also qualify if on a USDA-covered project.
- Transport containers must be able to be sanitized or disposed of after use to prevent possible cross-contaminations between animals of differing health status or different species.
- Transport small animals (such as rodents) in covered or opaque cages, carriers, or containers. These primary enclosures must be constructed of materials that can either be sanitized or disposed of, and must be designed to prevent the spread of fomites, microorganisms, chemicals, or radioactive materials where indicated. The containers must:
 - Be escape proof. There must be a means to prevent unintended opening such as a latch or locking mechanism, tape, rubber band or a box-within-a-box. This applies to transport within hallways as well as between buildings.
 - Provide adequate ventilation.



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- Use the same density requirements for general animal housing as described in the Guide for the Care and Use of Laboratory Animals. Do not overcrowd transport cages.
- Plastic bags should not be used to transport terrestrial or non-aquatic vertebrate animals due to the hazards of asphyxiation.
- The transfer shall be completed with a minimum number of stops to minimize the transport time with no extraneous stops. Animals shall be transferred by trained personnel. Principal Investigators (PI) are responsible for ensuring their personnel adhere to these provisions.
- Facility or Departmental guidelines may include additional policies or procedures for transporting certain species and must be followed in addition to the minimum standards outlined here. Each facility will develop transfer and transport procedures as needed to suit their species and facility needs.

Transportation within a vehicle:

- Dedicated university owned transportation vehicles and trailers are preferred. Using privately owned vehicles or trailers is permitted but discouraged.
- Bicycle transport is prohibited. Under no circumstances should animals be transported by public transportation such as campus or city buses or shuttles.
- Animals should never be left in a vehicle or trailer unattended.
- Do not smoke in the vehicle, do not slam doors and keep radios off or on low volume.
- Small animals must ride in the climate controlled vehicle compartment. Livestock and other large animals may be transported in a suitable trailer, truck or van with adequate ventilation. Care must be given to the ambient temperature and the species. Animals should be protected from heat stress while in transit. Temperature extremes must be avoided when animals are transported. When temperatures fall below 40°F or above 85°F, special precautions (in addition to climate controlled vehicles) may need to be taken. A vehicle may require pre-heating or pre-cooling to achieve proper temperatures.
- Animals cannot be placed in the trunk, or other non-ventilated enclosed space, of any vehicle.



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- Small animals (rodents, rabbits, fish, amphibians):
 - All primary enclosures should be placed on a drape, mat or rug or placed within a secondary container that can be either discarded or disinfected upon completion of the transport. These procedures will protect the vehicle from contamination by animal-based fluids, dander, allergens and bedding materials. Any secondary containers must not inhibit proper ventilation.
 - Caging must be protected from temperature extremes, direct sunlight, or visual observation by use of opaque boxes, fabric, or other opaque covering. Coverings must not inhibit ventilation.
 - Secure transport containers in the vehicle so as to prevent shifting or tipping. Do not stack cages.
 - When rodents are transported for a period of more than 4 hours, food and water or a type of food that satisfies the requirement for food and water (gel pack) must be provided in the primary enclosure.
 - Aquatic species and amphibians require special considerations for transportation in an aqueous or sufficiently moist environment. Special attention should be given to avoiding temperature extremes for poikilotherms.

- Large animals (dogs, cats, rabbits, livestock):
 - Livestock: Clean and disinfect cargo areas of trucks or trailers used in the transportation of animals as needed to prevent contamination of future animal deliveries. Sanitation of the vehicle includes the interior floor and lower walls or any surface that could be in contact with the animals or equipment, using an appropriate disinfectant.
 - Dogs/cats/rabbits: The animals should be secured within a sanitizable transport crate or kennel within the climate-controlled section of the vehicle. Water should be offered at least every 6 hours of transit.

- Emergencies during transport
 - To avoid delays, the vehicle should be in good working order and transport should be undertaken during travel-favorable weather conditions.
 - The driver should carry a cellular phone and emergency contact numbers to call for assistance in the event of a delay, accident or disabled vehicle.
 - In cold or warm weather situations, transport containers may have to be moved out of a disabled vehicle into another vehicle, building or sheltered area to avoid extreme temperatures while waiting for assistance.

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- If an animal escapes, attempt to contain the animal and return the animal to secure containment.
- Any accidents, escapes or other events that impact animal health or well-being during transport must be reported to the Attending Veterinarian.

6. References

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture, 2013 (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

7. Definitions

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
4. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
5. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
6. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
7. COCC – Central Oregon Community College



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- 8. Guide – the *Guide for the Care and use of Laboratory Animals*
- 9. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
- 10. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 	11/13/16	Cindy Elston (AV)
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