

**Standard Operating Procedure**  
**University of Maryland, School of Pharmacy**  
**Intra-Institutional Transportation of Laboratory Animals**

- I. Purpose
  - a. The purpose of this standard operating procedure is to define the acceptable methods of transporting laboratory animals from their holding room(s) to assure that the animals are properly handled, not exposed to extremes in lighting and temperature and that the health and well-being of the animals are preserved and maintained during the process, and to reduce exposure to the general public.
  - b. This standard operating procedure (SOP) defines the minimum requirements for the transportation and relocation of laboratory animals consistent with the Guide for the Care and Use of Laboratory Animals (7<sup>th</sup> editions).
    - i. Per the Guide: “all transportation of animals, including intra-institutional transportation, and should be planned to minimize transit time and the risk of zoonoses, protect against exposure to environmental extremes, avoid overcrowding, provide food and water when indicated, and protect against physical trauma. Some transportation-related stress is inevitable, but it can be minimized by attention to those factors.
- II. Scope
  - a. This SOP applies to all Principle Investigator (PIs), their staff, Post Doctoral Fellows and Graduate Research Students.
- III. Transportation of Laboratory Animals by PI and their staff on the UMB Campus
  - a. Means of Transportation
    - i. Transportation through public areas is **STRONGLY** discouraged if other routes are available.
      - 1. If the animal(s) must be transported through public areas the animal cage(s) are to be covered with a drape so that the animal(s) nor their caging is not visible to public view. This applies to empty cages as well. This is required to reduce exposure of allergens / possible pathogens to the public or to public areas and reduce potential curiosity of the public.
      - 2. The cover used should not compromise ventilation and must be fitted or secured to prevent accidental dislodgement by the wind or sliding off the transport cart. This applies to empty cages as well.
      - 3. The animal cage(s) should be transported using the a designated transportation cart(s) or security rolling rack. All cage(s) should be secured on the cart prior to transportation to prevent escape of animals should accidental tipping of cart or racks occur.
    - ii. Out-of-doors or through any public access corridor, transport cages or other devices must be completely enclosed and covered with a drape so that the animal or caging or restraint device is not visible.
      - 1. Cloth drapes are to be laundered at least weekly or sooner if visibly soiled. **Lab coats are not permitted for this use.**
    - iii. Freight elevators are to be utilized when transporting animals. Public passenger elevators should **NOT** be used to transport laboratory animal(s), with the exception of Allied Health where there is no access to a freight elevator.
  - b. Cage Preparation
    - i. For intra-institutional transportation
      - Rats: Rats are to be left in their current husbandry cage (unless visibly soiled, if so change cage and bedding) with wire bar lid. Drinking bottles are to be inverted so as not to drip/ leak during transport and a hydro pack or transgel pack is to be placed in the

cage during transport. A filter bonnet is to be placed on top of the cage and secured with thick rubber band (s)

Mice: Mice are to be transferred to clean, bedded filter top caging complete with feed and water source. Drinking bottles are to be inverted so as not to drip/ leak during transport and a hydro pack or transgel pack is to be placed in the cage no more than one hour before moving them.

- ii. Secure filter tops to cage(s) using rubber bands.
  1. For rats transport all cage(s) must be fitted with micro-isolators filter tops. Tops are to be secured with one or two rubber bands.
- iii. The animal's cage card must accompany the animal throughout the transportation. Secure cage card holder or other ID to the cage(s) (e.g. if needed tape card holder to cage or only top edge of cards to card holder if needed so card information is not damaged on tape removal!).
- iv. Transfer cage(s) to clean transporting cart / or security rack and secure cage(s) to cart (use bungie netting supplied or close and secure door on security rack (s). Lower cart or security rack shelves are to be loaded first and progress to higher shelves if needed, this will lower the center of gravity and provide more stability of the cart or rack if moving over rough flooring or sidewalk areas.
- v. Cover transporting cart.
- vi. If using the security carts/racks for intra-institutional transportation, once animals have been transported to the desired location, animal cages are to be removed, the cart recovered and **IMMEDIATELY** transported back to the rack storage area so other PIs have access for their use as needed.

#### IV. Acceptable Transportation Routes

- a. Route for transporting between Dental School (SOD) and HSFII
  - i. **DO NOT USE PUBLIC ACCESS ELEVATORS IN THE SCHOOL OF DENTISTRY (SOD) OR HEALTH SCIENCES FACILITY II (HSF II).**
  - ii. Exit SOD using the freight elevator located on the 9<sup>th</sup>. Follow the designated route as outlined on the map (see IACUC Coordinator).
  - iii. Enter HSFII at the delivery entrance located on the back side of HSFII just off of Redwood Street.
- b. Route for transporting between Dental School and Allied Health
  - i. **DO NOT USE PUBLIC ACCESS ELEVATORS IN SOD**
  - ii. Exit SOD using the freight elevator located on the 9<sup>th</sup> floor. Follow the designated route as outlined on the map (see IACUC Coordinator).
  - iii. Enter Allied Health through front door located on Penn Street. Use of public elevator is only permitted in Allied Health.