

STANDARD OPERATING PROCEDURE
University of Maryland, School of Pharmacy
TRANSPORTATION OF LABORATORY ANIMALS

I. Purpose

- a. The purpose of this standard operating procedure is to define the acceptable methods for transporting laboratory animals from their holding room(s) to assure that the laboratory animals are properly handled, not exposed to extremes in lighting and temperature and that the health and well being of the animals is preserved and maintained during the process, and to reduce exposure to the general public.
- b. This standard operating procedure defines the minimum requirements for transportation and relocation of laboratory animals consistent with the Guide for the Care and Use of Laboratory Animals (7th edition).
 - i. Per the Guide: "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. 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 Investigators (PIs), their staff, post Doctoral fellows and Graduate Research Students.

III. Transportation of Laboratory Animals by vendors between facilities on and off the UMB campus

- a. Responsibility
 - i. Veterinary Resources husbandry staff is responsible for preparing animals for transport, receiving and animal care and observation prior to and following delivery.
 - ii. A reputable vendor should be selected for laboratory animal transportation. The vendor must have relevant experience in transporting laboratory animals and be qualified to do so. If a vehicle is used for transportation, the vehicle must meet minimum practice/procedural standards (e.g. a climate controlled truck or van, sanitized between deliveries, with a pest management program in effect) and designed for this purpose (e.g. Harlan Transportation Services). This standard operating procedure will be overseen and monitored by Veterinary Resources Supervisors and the Manager.
- b. Materials and Equipment
 - i. Secured, protective rodent caging systems (e.g. filter top cages) for close proximity transport or sanitized/sterile shipping crates for longer distance transport.
 - ii. Available complete caging systems to include cage, wire bar lid or diet delivery device, bedding, feed and water, for receipt of animals or cage changing following delivery.
 - iii. Disinfectant (chlorine dioxide) for cage receiving.
 - iv. PPE (disposable gloves, face mask, uniform/gown/lab coat per the UMB Occupational Health and Safety Program for Personnel with Laboratory Animal Contact).
 - v. Packing and crating materials (e.g. tape, bands, etc.).
 - vi. Cage cards or labels for identification.
- c. Checking animal room environment prior to receiving shipment.
 - i. Verify room temperature is between 68-74°F, and that relative humidity is between 30-70%.

- ii. Check for proper light cycle and adjust as necessary.
 - iii. Ensure that the room is set up properly for animal care (cleaning supplies and equipment, feed storage container, waste container, PPE).
 - iv. Verify pest zone monitors are present.
 - v. Prepare husbandry logs and census records. Post logs at room.
- d. Loading the transport vehicle and securing the racks for transportation.
 - i. Spray casters on racks/carts with disinfectant before loading onto the vehicle.
 - ii. Transfer the racks/carts to the transport vehicle.
 - iii. Secure racks/carts within the vehicle to prevent movement during transport.
- e. Transporting
 - i. Animals must be shipped in a climate control vehicle (68-74°F, 30-70%RH).
 - ii. Transportation must be the most direct route from the exporting institution to the receiving facility.
- f. Unloading and Receiving
 - i. Remove racks/carts from vehicle and spray casters with disinfectant before moving into receiving facility.
 - ii. Receive racks/carts into facility and transfer to the animal housing area.
- g. Unpacking racks and checking cages.
 - i. Remove shrink wrap from racks outside of the animal housing rooms.
 - 1. Transfer animals to new, clean caging on new, clean racks if necessary or required and move into the animal housing room.
 - 2. Check integrity of cages and address any issues that may have occurred during the transport process.
 - 3. Change any wet or soiled cages as needed.
 - ii. Check all animals for any health problems and alert veterinary staff of any issues.
 - iii. Provide feed and water to all cages as needed.
- h. Checking animal room environment after receiving shipment.
 - i. Verify room temperature is between 68-74°F, and that relative humidity is between 30-70%.
 - ii. Conduct a census audit and document on census logs.
 - iii. Record all activities on the husbandry log.