



<b>University Animal Care Committee Standard Operating Procedure</b>		
<b>Document No:</b> 14.2	<b>Subject:</b> Transport of Research Animals on Campus	
<b>Date Issued:</b> June 20, 2013	<b>Revision:</b> 1	<b>Page No:</b> 1

**Location:** Queen's University

**Responsibility:** Principal Investigators (PI), Research Staff, Veterinary Staff

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to describe the practice of intra-institutional transportation for rodent models.

**Introduction and Definitions:** Animals must be transported via the most expeditious route available while utilizing the least congested areas. All transportation of animals 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 these factors.

## 1. Materials

- Cart
- Cages with either filter-top or wire lids
- Washable drape
- Cage covers
- Elastic bands or tape

## 2. Procedures

### *For a small number of rodent cages:*

- Transportation of animals and caging must follow biosafety protocols. Personnel are required to have the appropriate training.
  - Animals should be transported in their home cage with inverted water bottles (if used) to prevent leakage. Ensure the cage card is well affixed.
  - For a single cage, it is acceptable to drape the lids with a cage cover and carry the cage for short distances within the facility or between floors.
  - Transportation of caged animals through public areas is not permitted if other routes are available. If the animal(s) must be transported through public areas, the cage must be completely covered with a cover or drape so the animal(s) or caging is not visible to public view. This requirement reduces exposure of allergens and potential curiosity of the public. Empty cages must follow the same protocol.
  - Freight elevators must be utilized when transporting laboratory animals. Public passenger elevators should never be used when a freight elevator is available.
  - Approval to return animals to the facility must be granted in advance by the Facility Manager.
  - All empty caging must be returned promptly to the appropriate designated area (confirm preferred location with Animal Care).
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***\*\*The preferred method of transportation between facilities is the Animal Care Facility delivery van. This service can be scheduled through ACS ext. 75093.\*\****

***For multiple rodent cages:***

- Transportation of animals and caging must follow biosafety protocols. Personnel are required to have the appropriate training.
- Animals should be transported in their home cage with inverted water bottles to prevent leakage. Ensure the cage cards are well affixed.
- Transport multiple animals using a clean cart and filter-top cages (if possible). Ensure that the lids are secured to the cage with tape or an elastic band. For transportation within the facility, cage covers are required only for wire lids (not necessary for filter lids).
- Load cages on lower tiers of the cart first. Do not stack cages, this can decrease air circulation and lead to instability on the cart.
- For transportation between facilities, drape the loaded cart with a washable cloth (such as a bed sheet or blanket). **Lab coats are not permitted for this use.**
- Transportation of caged animals through public areas is not permitted if other routes are available. If the animals must be transported through public areas, the cage must be completely covered with a cover or drape so the animals or caging is not visible to public view. This requirement reduces exposure of allergens and potential curiosity of the public. Empty cages must follow the same protocol.
- Freight elevators must be utilized when transporting laboratory animals. Public passenger elevators should never be used when a freight elevator is available.
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***Revised: February 28, 2019***

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