

| University Animal Care Committee Standard Operating Procedure |   |                      |
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| <b>Document No:</b><br>14.2                                   | <b>Subject:</b><br>Transport of Rodents on Campus |                      |
| <b>Date Issued:</b><br>June 20 <sup>th</sup> , 2013           | <b>Revision:</b><br>3                             | <b>Page No:</b><br>1 |

**Location:** Queen's University

**Responsibility:** Principal Investigators, 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.

**1. 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.

**Abbreviations:** Animal Care Services **ACS**, Principal Investigator **PI**, subcutaneous **SC**, intravenous **IV**, intraperitoneal **IP**, intramuscular **IM**, per os **PO**, per rectum **PR**

## **2. Materials:**

- Cart
- Cage covers, disposable or sanitizable

## **3. Procedures:**

- 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.
  - Transport multiple animals using a clean cart. Ensure that the cage covers are secured to the cage.
  - 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.
  - The use of a soft, sanitizable object between the cage and cart is recommended to reduce the vibration from the cart.
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- For transportation between facilities, drape the loaded cart with a sanitizable or disposable cover. **Facility gowns are not permitted for this use.**
- 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. 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 Animal Care Services. All empty caging must be returned promptly to the appropriate designated area.

**\*\* The preferred method of transportation between facilities is the Animal Care Facility delivery van. This service can be scheduled through ACS .\*\***

**References:**

**SOP Revision History:**

| Date                             | New Version  |
|----------------------------------|--|
| June 20 <sup>th</sup> , 2013     | SOP created  |
| February 28 <sup>th</sup> , 2019 | Triennial review                                   |
| December 6 <sup>th</sup> , 2021  | Triennial review                                   |
| December 18 <sup>th</sup> 2024   | Triennial review – changed format, updated wording |
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