

Animal Transportation Policy

Effective Date: July 31, 2018



I. Purpose

This policy establishes UCSF standards for transportation of animals to ensure the highest level of animal welfare and compliance. This policy has been developed to ensure that UCSF complies with the *Guide for the Care and Use of Animals*, 2010, 8th Edition, The Animal Welfare Act and Regulations, and CDC and Fish and Wildlife Service laws and regulations related to the transportation of live animals.

II. Regulatory or Accreditation Authority

9 C.F.R. Part 3, 3.13 – 3.19, 3.35 – 3.41, 3.60 – 3.66, 3.86 – 3.92, 3.112 – 3.118, 3.136 – 3.142.
(Transportation standards for various types and species of animals)

Guide for the Care and Use of Laboratory Animals, Eighth Edition, 2010, p. 105 – Veterinary Care, Transportation of Animals.

III. Scope

This policy applies to all animals transported within UCSF, animals transported to other institutions from UCSF, and animals transported from other institutions to UCSF.

IV. Policy

Animals must be transported in enclosures which are appropriate for the species and for the expected duration of the transportation which comply with the Animal Welfare Act regulations when applicable. Enclosures which are not disposable must be cleaned and sanitized between each use.

Commercial shippers are used when appropriate, in arrangement with the Office of Research Business Service Center. The shippers assume full responsibility for health, safety and regulatory compliance for animals in their possession.

UCSF transportation of rodents: Rodents which are expected to be in transit for more than 4 hours must have provisions made to ensure the animal is provided sufficient water and food. For larger animals, species-specific requirements of the Animal Welfare Act regulations are followed.

During transportation, enclosures must be positioned in a way to ensure the animal receives enough air. Occupational exposure to allergens and infections must be minimized. Temperatures must be monitored to remain within healthy parameters for the species.

IACUC Appendices for Transportation Policy

Appendices are provided as IACUC suggestions or recommendations. Deviation from the attached appendices will require IACUC approval. Specific standards apply to transportation by UCSF Personnel, in LARC or in laboratories. UCSF approved Commercial shippers are responsible for compliance with regulatory requirements for all animals in their possession.

Appendix A: General Guidelines

IACUC Approved: July 31, 2018

- b. Animals may be transported between buildings on the same campus, between campuses and/or to non-UCSF locations using the LARC transportation service, by private or non-LARC departmental vehicle with IACUC approval, or by means of approved shipping courier.
- c. Animals must not be transported on UCSF or VA shuttles, by bus, taxi, or any other mode of public transportation
- d. Transportation time should be minimized
- e. Allergen exposure is to be minimized
- f. Cages or containers used for transportation and/or shipping are to meet minimum standards for size, ventilation, strength, sanitation, designed for safe handling and stress reduction.
- g. Secure cages in a manner that they will remain upright and safe during transport
- h. All animals are to be attended at all times during the trip and maintained according to EH&S safety requirements. Animals may not be left unattended in a parked vehicle.
- i. Temperature of vehicle compartment transporting animal should remain between 68 and 79 degrees F.
- j. Attending Veterinarian or designate is responsible for oversight of animal transport and may grant exceptions to policy when deemed in the best interest of the animals.
- k. Concerns regarding animal transportation will be reviewed by the UCSF IACUC.

Appendix B: Transportation within building or between buildings on the same campus

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- a. Animals may only be transported by lab staff from barrier to in-and-out barrier or approved non-LARC locations; animals must be transported from one barrier to another through the LARC transportation service.
- b. When planning to move animals, remember that animals removed from LARC Barrier facilities to laboratory spaces may not be returned to the LARC Barrier.
- c. Rodents
 - i. Cage tops must be securely fastened
 - ii. Water bottles should be removed or turned upside-down
 - iii. Gel packs and food should be provided in each cage if transport is expected to take longer than four hours. If not delivering animals to a centralized housing facility food and water must be provided by the transporter when animals reach their destination.

- iv. Cages are to be covered with or placed inside opaque bags provided by LARC, or animals placed in an uncrowded manner in provided white paper boxes. Do not keep animal cages stacked or in paper bags for longer than four hours.
 - v. Exercise care in handling enclosures used to transport live animals. They must not be tossed, dropped, needlessly tilted, stacked in a manner which may reasonably be expected to result in their falling, or handled in any manner which may cause physical trauma or stress to the animals.
- d. Large Animals
- i. Animals are to be transported in a LARC/IACUC approved transport container, and covered, not visible to the public
 - ii. Additional provisions may be needed based on species being transported and other considerations (e.g., Bite/Scratch kit; euthanasia solution)

Appendix C: Barrier to Barrier transfers

IACUC Approved: July 31, 2018

- a. Investigators request transport in RIO
- b. Only dedicated LARC vehicle(s) and personnel are authorized to transfer barrier to barrier rodents
- c. Pre-screening for infections is required prior to transfer, and is based on the receiving location's requirements. Due to pre-screening, transfers can take 2 days to 2 weeks for completion.
- d. Transfers are conducted only on Mon, Wed, Thurs once animals have been screened and approved for transfer

Appendix D: Large animal transfers,

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- a. Coordinated through RIO via LARC transportation services or IACUC- approved vehicle
 - i. Transfer requests are required regardless of who is moving the animals (LARC transport service OR approved private/departmental vehicle)
 - ii. Comments section in RIO to state when PI has approval for private/departmental vehicle

Appendix E: Non-UCSF Facilities

IACUC Approved: July 31, 2018

- a. PI submits an export request through RIO. Office of Research Business Service Center arranges with LARC for necessary testing and with couriers for pickups, and informs investigator of requirements on their part.

Appendix F: Private and non-LARC Departmental vehicles
IACUC Approved: July 31, 2018

- a. Protocol and Training Requirements
 - i. Private or departmental vehicle transportation must be approved in advance in the IACUC protocol.
 - ii. Training is required for all drivers listed on IACUC protocols approved for private or departmental vehicle transportation before activity is initiated. IACUC staff conduct and document this training.
- b. Logbook
 - i. A transportation logbook is required for any UCSF affiliated animal transporter
 - ii. Log should include driver name, date, starting location and destination, temperature range (min/max), sanitation frequency for vehicle, # of animals, start and end time of trip.
 - iii. Ambient temperature should be regulated by air-conditioning or heating elements within the vehicle, maintain temperatures within 68 and 79F.
- b. Vehicle Inspections
 - i. Vehicles are to be made available for IACUC inspection at least once every year, and on request by the IACUC.
- c. Containment and attendance
 - i. Animals are to be attended to at all times during transport and covered to reduce stress and public view.
 - ii. Secondary containment is required, such as large bags to contain rodent cages or water-tight pans under large animal cages.