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## STANDARD OPERATING PROCEDURE

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**TITLE:**                    **Transporting Rabbits – Level I Containment**  
**SOP NO.:**                **432-01**  
**REVISION:**  
**EFF. DATE:**            **October 2008**  
**SUPERSEDES:**         **N/A**

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- 4.1.2 Rabbits being transported must be held in an escape proof transport cage, usually a dog carrier or suitable size.
- 4.1.3 If transported outside of a holding facility, the unit must be covered so that the animal is not visible to passers by.
- 4.1.4 If the rabbit is to be housed at another facility, a cage must be ready to accept the animal on arrival.
- 4.1.5 Water and food must be made available to animal on its arrival at the new location.
- 4.2 To a Location Within the Same or Connected Building or an Adjacent Building
  - 4.2.1 Usually a transport card will be used.
  - 4.2.2 If the animal is transported by hand the cage must be held level and steady.
- 4.3 To a Remote Location
  - 4.3.1 Motor Vehicle
    - 4.3.1.1 Any vehicle used to transport animals must be equipped with adequate heating and or air-conditioning to area where animal will be transported.
    - 4.3.1.2 In very cold or hot conditions the vehicle must be warmed up prior to obtaining the animal to ensure that the interior temperature is within [acceptable temperature range](#) for the species.
- 4.4 Documentation
  - 4.4.1 All locations where animals are used must be approved, in advance, on the Animal Use Protocol (AUP.) If necessary submit a Protocol Modification.
  - 4.4.2 If the animal is to return to the originating facility on the same day take the cage card with the animal and place a note on the home cage to indicate that the animal will return.
    - 4.4.2.1 HSACF - Sign out the animal/cage on the “Temporary Animal Removal Log” sheet on the animal room door, then take the cage card with the animal. A duplicate cage card must accompany the animal.
    - 4.4.2.2 St. Joe’s – Leave the cage card on the cage. A duplicate cage card must accompany the animal.
    - 4.4.2.3 SSH Annex – May be allowed to return depending on transport location. Approval must be obtained from management in advance. Indicate on home cage that the animal will return.
  - 4.4.3 If the animal is to be housed at a different location managed by the originating facility, take the cage card with the animal.

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- 4.4.3.1 HSACF - Submit a transfer request at least 2 full business days in advance for repeat transfers, and 10 business days for infrequent/new transfers and those involving protocol transfers requiring AUS pre-approval; wait for approval and take the cage card with the animal.
- 4.4.4 If the animal will return to the original facility after a period (does not return the day removed) at the different facility
  - 4.4.4.1 HSACF – Submit a transfer request 48 hours in advance, wait for approval and take the cage card with the animal.
  - 4.4.4.2 St. Joes – Animals are not allowed to return to the facility once removed.
  - 4.4.4.3 SSH Annex – May be allowed to return depending on transport location. Approval must be obtained from management in advance. Take the cage card with the animal.
- 4.4.5 If the animal will not return to the originating facility
  - 4.4.5.1 HSACF – Submit a transfer request 48 hours in advance, wait for approval and take the cage card with the animal.
  - 4.4.5.2 St. Joes – Record information on the back of the cage card and place the card in the mail slot of the facility manager’s office. Take a duplicate cage card with the animal.
  - 4.4.5.3 SSH annex - Fill in sign out sheet. The cage card can be kept for PI’s records or discarded.

### 5.0 HEALTH & SAFETY

- 5.1 All WHMIS regulations must be followed when transported animals.
- 5.2 If motor vehicles are used, all pertinent traffic regulations must be followed.

### 6.0 REVISION HISTORY

Revision	Reason(s) for Revision	Initiated by

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### **7.0 REFERENCES / ASSOCIATED MATERIALS**

7.1 None

### **8.0 ATTACHMENTS**

8.1 None