
STANDARD OPERATING PROCEDURE

TITLE: Transporting Rodents – Level I Containment
SOP NO.: 443-01
REVISION:
EFF. DATE: October 2008
SUPERSEDES: N/A

4.0 PROCEDURE

4.1 Caging

4.1.1 Any cage removed from the facility must be returned to that facility.

4.1.2 Rodents being transported must be held in an escape proof transport cage, usually their home cage if the animal is to be returned that day.

4.1.2.1 A Taconic shipping crate is an example of a transport cage suitable for transporting rodents. These come in a variety of sizes. These are usually available in each facility, prevent removal of facility cages and may not have to be returned.

4.1.3 If the animal is to be housed at another facility, a cage must be ready to accept the animal on arrival.

4.2 Method of Transport Depending on Location of New Facility

4.2.1 If transported outside of a holding facility, the cage must be covered so that the animal is not visible to passers by.

4.2.2 To a Location Within the Same or Connected Building or to an Adjacent Building

4.2.2.1 Usually a transport cart will be used.

4.2.2.2 If the animal is transported by hand the cage must be held level and steady.

4.2.3 To a Remote Location

4.2.3.1 Motor Vehicle

4.2.3.1.1 Any vehicle used to transport animals must be equipped with adequate heating and or air-conditioning delivered to the area where the animal will be situated.

4.2.3.1.2 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 the [acceptable temperature range](#) for the species.

4.3 Documentation

4.3.1 All locations where animals are used must be approved, in advance, on the Animal Use Protocol (AUP.) If necessary submit a Protocol Modification.

4.3.2 If the animal is to return to the originating facility on the same day take the cage card with the animal **except**

4.3.2.1 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.

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- 4.3.3 If the animal is to be housed at a different location managed by the originating facility, take the cage card with the animal **except**
 - 4.3.3.1 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.
- 4.3.4 If the animal will return to the original facility after a period (does not return the day removed) at the different facility
 - 4.3.4.1 HSACF – Submit a transfer request 48 hours in advance, wait for approval and take the cage card with the animal.
 - 4.3.4.2 RRI Barriers and St. Joes – Animals are not allowed to return to the facility once removed.
 - 4.3.4.3 VRL – Animals are not allowed to return to the facility once removed.
 - 4.3.4.4 LRCP and SSH Annex – May be allowed to return depending on transport location. Must be approved by management in advance. The cage card is to stay with the animal.
- 4.3.5 If the animal will not return to the originating facility
 - 4.3.5.1 HSACF – Submit a transfer request 48 hours in advance, wait for approval and take the cage card with the animal.
 - 4.3.5.2 RRI – Note on the day sheet that the animal has been removed and that it will not be returning. You may take the cage card with you for identification purposes. You must have approval from the receiving facility before you can remove the animal
 - 4.3.5.3 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.
 - 4.3.5.4 VRL, LRCP and SSH annex - fill in sign out sheet.
- 4.4 Food and Water
 - 4.4.1 If a facility cage is used sufficient food must be in the food hopper. Remove the water bottle prior to transport, return bottle to cage on arrival at new location.
 - 4.4.2 If another type of transport cage is used place enough feed on the bottom of the cage. On arrival at the new facility provide a water source.

5.0 HEALTH & SAFETY

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

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6.0 REVISION HISTORY

Revision	Reason(s) for Revision	Initiated by

7.0 REFERENCES / ASSOCIATED MATERIALS

7.1 None

8.0 ATTACHMENTS

8.1 None