

Standard Operating Procedure

SOP Number: **02-18-5004**
Service: **Research**
Operating Section: **Administration**
Unit: **CMF**
Title: **Animal Export Requirements**

Purpose:

To describe the minimum requirements for shipping animals from Loyola University Chicago/Health Science Campus.


Procedure:

- 1) In order to meet all existing regulations, the CMF must initiate all animal exports from Loyola.
- 2) Commercial carriers are engaged for animal exports other than relocations to Hines VA Veterinary Medical Unit. All commercial carriers require an appropriate health certificate with accompanying documentation of the health status of the animal(s) signed by the attending veterinarian. Preparation of all appropriate health forms will be handled through the CMF.
- 3) Investigators must contact the CMF at least 15 days prior to expected shipment of the animals. This will allow sufficient time for the shipping arrangements and certification papers. In the case of non-human primate export, additional health papers are necessary and investigators must contact the CMF one month prior to the anticipated shipment date. A member of the research staff must be available to assist the CMF technician when packing the animals for shipment. This individual must sign-off that they have witnessed the packing of the animals.
- 4) The following information will be provided when animals are shipped:
 - a) Investigator
 - b) Species
 - c) Strain/Description/Identification
 - d) IACUC Number
 - e) Research History
 - f) Health History (to be completed by CMF)
 - g) Destination (i.e. other institution, location)
 - h) Carrier (assigned or approved by CMF)
 - i) Consignee (with approval from his/her institution)
 - j) Contact Person
- 5) Exports to Hines:
 - a) The LUC CMF does not maintain any university-owned motorized vehicles. Transfers between Hines VMU and LUC are done in personal vehicles with appropriate climate control by animal facility staff. See SOP IACUC5831.
 - b) Investigators must allow at least 5 business days for a transfer to be executed once electronic Hines transfers and Loyola relocations are submitted.
 - c) An approved Loyola electronic cage relocation form and Hines transfer form is required. Contact the Hines IACUC Coordinator for more information. The Hines transfer form requires IACUC and VMU approval.
 - d) Loyola Requirements:
 - (1) Only cages listed on the Hines transfer form can be exported.
 - (2) Total number of cages with cage numbers and room.
 - (3) Dams with pups, breeding pairs and harems cannot be exported.
 - (4) Only whole cages can be exported; any animal separation is the responsibility of the PI.

- (5) All cages in one export must come from the same health status room(s) at Loyola. If animals are in different rooms, they must first be relocated lower health status room. Submit an electronic relocation prior to export.
- (6) If animals from different health status rooms cannot be relocated to the same room prior to export, then two separate exports must take place on different days.

OFFICE USE ONLY:

APPROVALS

| | | | |
|---|----------------|------------|---------------|
| Responsible Official Signature | | Date | |
|  | | 8/08/2022 | |
| QA Signature | Antonio Valero | | Date |
| | | | 08/02/2022 |
| Version | Effective Date | Supersedes | Original Date |
| #4 | 8/8/2022 | #3 | 08/07/08 |