

Standard Operating Procedure

SOP Number: **02-18-5831**

Service: **Research**

Operating Section: **IACUC**

Unit: **Loyola University Chicago/Health Sciences Campus**

Title: **Guidelines for the Interinstitutional Transportation of Research Mice**

Purpose:

Transportation of Animals between Loyola University Chicago (LUC) Comparative Medicine Facility (CMF) and Other Local Institutions

Procedure:



- 1) Transportation (including intra-institutional, inter-institutional, interstate, international, and from commercial or non-commercial sources) complies with federal and international regulations, as applicable, and is arranged to protect the health and safety of the animals and humans (passersby as well as personnel involved in the work with the animals), to minimize stress on the animals, and to ensure animal biosecurity. [Guide (p. 107); 9 CFR (Part 3, Standards)].
- 2) When an institutionally issued vehicle is used for transfer of animals, it must adhere to the above standards, be operated by either Veterinary Medical Unit (VMU), LUC CMF, or Lakeshore Animal Care Facility (ACF) animal care or veterinary staff and be properly sanitized.
- 3) When neither the LUC CMF nor the other institution maintain any institutionally issued motorized vehicles, transfers of animals between the facilities are done in the passenger area of personal vehicles with appropriate climate control and sanitizable surfaces.
- 4) Drivers are only VMU, LUC CMF, or Lakeshore ACF animal care or veterinary staff who wear appropriate PPE when handling caging (cap, N95, fit-tested mask, gown, gloves, and shoe covers).
- 5) For security, at no time are animals left alone during the transport process.
- 6) Transport staff must carry mobile devices and an In Case of Emergency contact note (indicating animals are being transported and an alternate staff member contact information).
- 7) Drivers are required to notify another staff member upon departure and arrival as well as when the entire process is complete, and the animals are in their new home cages. If arrival or completion messages are not received, the individual expecting the notification must reach out to the driver. If contact cannot be made, that individual must traverse the prescribed route and find the driver in case of emergency.

- 8) Only mice may be transported in personal vehicles and must be held within the climate controlled, passenger compartment, e.g., in the backseat or hatch-area. Animals are not transported in non-climate-controlled areas such as a trunk. Air conditioning must be in working order and used when the outside air temperature is above 75 degrees Fahrenheit. Heat must be in working order and used when the outside air temperature is less than 70 degrees Fahrenheit.
- 9) Mice are moved only in tape-sealed, double microisolator cages (a cage within a cage) which are sprayed with appropriate disinfectant prior to loading.
- 10) Vehicle surfaces (e.g., side panels and seats) are covered with a non-porous disposable material or wiped down after each animal transport with an appropriate disinfectant. Only vehicles with sanitizable surfaces can be disinfected (e.g., leather, vinyl, or plastic).

Comments:
None

OFFICE USE ONLY:

APPROVALS

Responsible Official Signature				Date	12/11/2023
QA Signature				Date	12/12/2023
Version #1	Effective Date	Supersedes	Original Date		