

## **Procedures for Transport of Live Animals Out of the Bldg 49 Central Animal Facility**

The Central Animal Facility provides Procedure Room for Investigators to conduct experimental procedures on their animals. If for some reason animals must be transported out of the CAF to a lab or for some procedure, the animals may not return to the CAF. The animals MUST NOT be transported out of the CAF in facility cages.

In order to minimize the risk of contamination of the animal being transported and of other areas and animals within the CAF and the following procedures must be followed:

To transport animals within Building 49 or to locations outside the building –

1. Obtain a cardboard transport box from the procedure room on the floor where the animals are housed and a sheet of filter paper. These boxes come in two sizes, small and large. If you are unable to locate a transport box, contact the Team Leader or the Evening Technician.
2. Fold the two short flaps on the bottom of the box in first and then the 2 long flaps of the box.
3. Tape the seam down the center of the box with tape. Then tape the two short side seams of the bottom of the box.
4. Cut two rectangles of the filter paper large enough to cover the three vents on either side of the box.
5. Tape the filter paper over the vents on either side of the box.
6. Take the box and the tape to the animal housing room and using proper micro-isolator technique, transfer the animals to the box from the cage.
7. Fold the short flaps in first and then fold the long flaps over.
8. Tape the center seam. Tape the side seams so that all openings in the box are covered with either tape or filter paper.
9. Return the tape to the procedure room
10. Animals in transport boxes can leave the CAF either through the lobby door to the C-corridor or via Elevator #5. Elevator #5 provides access to the 4<sup>th</sup> through the 6<sup>th</sup> floors.

Alternative method of transporting animals within Building 49 ONLY

1. Obtain either a small or large ice cream container from the procedure room. These containers are only for transportation of single mice, neonatal rats and mice, and rats under 50gms.
2. Loosen the inner lid of the container with a pen or pair of scissors. DO NOT perforate the inner lid.
3. Take the container to the animal housing room and using proper micro-isolator technique, transfer the animals to the container from the cage.
4. Place the lid firmly on the container ensuring that no part of the animal will be caught under the lid.
5. Animals in ice cream containers can leave the CAF either through the lobby door to the C-corridor or via Elevator #5. Elevator #5 provides access to the 4<sup>th</sup> through the 6<sup>th</sup> floors.