

SOP6200

NIAID/DIR Animal Care Program

Buildings: 50

**Title: Outgoing Animals and Transferring
Animals to Another ASP**

**Date: February, 2002
Supercedes Date:**

To minimize the risk of transferring pathogens between NIAID/DIR animal facilities, it is imperative that the movement of animals into and out of the facilities be monitored and controlled. The health status of animals must be the same as or better than the animals already in the facility into which they will be transferred. The facility supervisor must be informed when animals enter or leave a NIAID/DIR facility. He/she must know their source or destination and their eventual disposition before animals may enter or leave the facility. No animals may be maintained outside of the animal facility. Delivery destinations must be listed on the ASP or Animal Transfer Agreement. Because they pose a threat to the health of resident animals, removed animals may not return to the facility.

To initiate the movement of animals held in Building 50 to another location, the investigator submits an Animal Transfer Form (Attachment 6200A) to the technical staff or electronically to acb50techs@niaid.nih.gov. The supervisor in Building 50 contacts the supervisor in the destination facility to confirm space availability.

An Animal Transfer Form (Attachment 6200A) is sent from the supervisor in the facility of origin to the supervisor in the destination facility before transportation is arranged. Once transportation is arranged, the plan is recorded in the Outgoing Deliveries Log (Attachment 6200B). It is the responsibility of the facility supervisor to ensure that animals are packed and ready in time for the scheduled delivery. For scheduling purposes, it is requested that a minimum of 48 hours notice be given when requesting the transfer of animals.

For intra-NIAID movements that involve transfer of animals from one ASP to another, it is the responsibility of the supervisor of the receiving facility to notify the 14B South Administrative Staff, before transportation is arranged. The transfer request must contain the new protocol number.

Refer to SOP3005 and 3006 for information regarding bar coding and change log procedures.

Building 50 will only accept animals from sources other than approved vendors, if that source has maintained a one-year health history comparable to that of Building 50.