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TITLE	:	Transportation Requests
SCOPE	:	All personnel
RESPONSIBILITY	:	Facility Manager, Transportation Personnel, Veterinarians
PURPOSE	:	Facilitation of timely transport of animals and to meet health and behavior requirements

1). General hours of business are between 7:00 AM and 4:00PM Mon. through Fri., excluding holidays. Service may be arranged outside of these hours upon request at least 3 days in advance. (Staff overtime costs will be assessed outside of these hours). Number (301) 496-8184.

2). Regular daily schedules have been established to transport large animals to and from the NIH Animal Center in Poolesville. Refer to this schedule when requesting transportation & planning procedures on the appropriate day for each species.

DAY	MON	TUES	WED	THURS	FRI
SPECIES	NHP	Ungulates, Cats	DOGS	NHP	Ungulates, Cats

3). It is imperative to coordinate arrangements in advance through facility managers, technicians, or veterinarians at both the pick-up and delivery sites. Determine which forms, if any are required and who will call the VRP Transportation Office to schedule the transport.

4). Veterinary emergencies will take precedence over all other requests. Other unusual circumstances may require special transport. These will be handled on a first come , first served basis, if resources are available.

- 5). Animal transportation requests are prioritized as follows:
- a). Animal emergency transports
 - b). Time critical transport such as airport, surgery, NIMR/PET scans
 - c). Standing regularly scheduled large animal transport
 - d). Rodent and rabbit transport on campus

6). Determine availability of transportation staff and vehicles **before** scheduling procedures or making airline arrangements for a particular date.

7). Provide the following information to transportation:

- Name and phone number of investigator AND a contact person
- Date and time of requested transport
- Species and quantity of animals being shipped
- Pick-up and Delivery sites
- Special Requirements: Time critical, Radioactive, Biohazard etc.
- FOR AIR SHIPMENTS: Airway Bill #, Flight #, Airline and Airport

8). Whenever possible, request transportation late morning or early afternoon to avoid scheduling conflicts with regular large animal shipments or creating delays.

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TITLE	:	Transporting Animals Within NIH
SCOPE	:	NIH Intramural Animal Program
RESPONSIBILITY	:	All VRP Personnel Transporting Laboratory Animals Within NIH
PURPOSE	:	To Transport Laboratory Animals According to Appropriate

Note: Refer to the NIH Animal Transportation Guidelines

General Principles

1. All methods of transporting NIH animals must provide for the health and welfare of the animals. Care shall be exercised in handling enclosures used to transport live animals.
2. Transportation of animals shall be in a direct and timely manner, avoiding areas primarily used by NIH employees, patients and the public.
3. Animals shall not be transported with other animal species, substances or devices that may be injurious to their health or welfare.
4. Enclosures used to transport live animals must be properly labeled, disposable or easily cleaned and disinfected, strong enough to contain animals comfortably and securely to withstand the normal rigors of transportation. The interior shall be properly ventilated, have no sharp edges or protuberances, shall not allow any part of the animals body outside in a way that could result in injury to itself or others, and shall be large enough to allow for normal postural adjustments of the species being transported.
5. Provide food and a source of water when animals are expected to remain in the boxes for more than two hours.
 - a. Provide enough food and water for twice the estimated delivery time.
 - b. Provide the same type of food fed to animals prior to shipment.
6. Use a sufficient amount of the same type of bedding that is used in the facility to absorb animal waste if the transportation enclosure is not of the type with a raised or suspended floor.
7. Temperature extremes are to be avoided when animals are transported and special precautions or postponements are required when temperatures are below 45 degrees Fahrenheit or above 85 degrees Fahrenheit. Animals should not be exposed to extremes in noise, temperature, drafts, cold winds or direct sunlight.
8. Do not place animal transportation enclosures near steam pipes, radiators, stoves, other sources of heat or potentially toxic materials.
9. Vehicles used to transport animals must be dedicated, environmentally controlled, and easily cleaned and disinfected.

10. Animal transportation vehicle environmental controls shall be adjusted to maintain the temperature of the animal holding compartment between 45 and 85 degrees F during animal transport. At minimum, monitor the temperature of the animal holding compartment at loading, every two hours while in transit, and when off loading. If the environmental controls malfunction and the animal holding compartment cannot be maintained between 45 to 85 degrees F, contact the Animal Transportation Unit at (301) 496-8184 immediately. Another environmentally controlled vehicle shall be dispatched to meet and complete the animal transport.
11. The IC veterinarian in coordination with the VRP veterinary staff may develop more specific procedures for the transportation, receipt and shipment of animals as required.

Transporting Rodents and Rabbits - Specific Guidelines

1. Divide the primary transportation enclosure into compartments, as needed, when shipping rats, mice, cotton rats, hamsters, and pregnant rodents.
2. The minimum floor space provided for animals in shipping primary enclosures is specified in Table 1 of this SOP. Use the values on Table 1 to ensure adequate area for the animals.
3. Increase the floor space of the container in hot weather (>75°F), by reducing the number of animals in each shipping container by 50%. If filter material is used to cover ventilation openings, the number of animals per box is further reduced beyond the reduction necessary during hot weather.
4. Transporting rodents and rabbits by hand carrying them in escape proof primary transport enclosures shall be limited to travel between buildings on the NIH reservation in a direct and timely manner.
5. Unless in filtered containers, rabbits and rodents shall not be transported in the same compartment of vehicles with other species. It is permissible, however, to transport one species in unfiltered containers if other species are housed in filtered containers.

Transporting Dogs and Cats - Specific Guidelines

1. Use sanitizable cages or disposable crates to transport dogs and cats. A solid, leak-proof bottom with litter or removable, leak-proof collection tray under a mesh floor may be used.
2. The transportation cage used shall be large enough to ensure that each animal has sufficient space to turn about freely in a standing position, to stand and sit erect, and to lie in a natural position.

Transporting Ungulates and Poultry - Specific Guidelines

1. Animals of the same species and maintained in compatible groups may be transported together. Animals that have not reached puberty shall not be transported in the same enclosure with adults other than their dams. Females in estrus shall not be transported in the same enclosure as any males.

Enclosures shall provide sufficient space to allow each animal to make normal postural and social adjustment with adequate freedom of movement.

Transporting Primates - Specific Guidelines

1. Primates may be tranquilized and placed in a physical containment system or moved in their cage. For old world species, transportation enclosures have a wire, rod or slat floor with a litter pan below. New world species may be transported on direct litter flooring.
2. The transportation enclosure used shall be large enough to ensure that each animal has sufficient space to turn about freely in a stance whereby both feet and hands are on the floor and can sit in an upright position.
3. Transport only one primate per cage except for the following situations: a mother and her nursing infant, an established male-female pair (unless the female is in estrus), a pair of juveniles of the same species that have not reached puberty and are an established pair.
4. An immobilizing drug and physical containment system may be used for transport of primates between buildings or the entire caging system is relocated with the animals in place.

Transporting Animals Treated With Human Pathogens or Carcinogenic Materials - Specific Guidelines

1. Transport rodents and rabbits in closed systems such as a disposable transport box or disposable cage. Transportation of larger animals will be evaluated on a case by case basis by the IC Veterinarian in consultation with the Occupational Safety and Health Specialist.
2. Place warning labels on containers of animals. Identify the specific hazard on this label.
3. Place carcasses of dead animals in a plastic bag inside a cardboard box for transportation to the Laboratory Sciences Section. Attach a form NIH 2141, see SOP # 1116, to the box. Include a detailed history of the type and amount of hazardous material used.

Transporting Animals Treated With Radioactive Materials - Specific Guidelines

1. The registered radiation user or designee shall contact the Radiation Safety Branch before transporting live animals containing radioactive materials.
2. Review appropriate radiation safety protocol for special transportation requirements.
3. Driver must wear a current radiation safety badge during animal transport and submit used badges for evaluation to Safety for evaluation at the end of each month.
4. The registered radiation user or designee shall place warning labels on containers used to transport live or dead animals exposed to radioactive materials. Identify the specific isotope and radioactivity on this label. Line the bottom of the containers with absorbent papers.
5. Dispose of containers and papers as radioactive waste.

Animal Delivery - Specific Guidelines

1. All deliveries shall be to the building and room designated by the animal order or transport request except where deliveries are made to the individual in charge of a centralized building.
2. All animals shall be delivered to a representative of the requesting laboratory, or facility who is required to physically accept the animals and the responsibility for their care.

3. If no one is present at the designated delivery point to receive the animals, take the animals to the Animal Procurement and make immediate arrangements for appropriate alternate temporary housing in the Building 14 complex. receiving area. For animal deliveries within building 10, see Building 10 Research Animal Transportation Policy 2-17.
4. Facility veterinarians or their designees shall coordinate deliveries between NIH facilities with the approval of the IC Veterinarian.

Animal Transportation Vehicle Sanitation - Specific Guidelines

1. Clean vehicle animal holding compartment of any gross debris. Sanitize with TBQ or quatricide and rinse thoroughly with fresh water. (TBQ at 2 ounces per gallon dispensed in sprayer hose attachment or diluted in mop bucket and applied to surfaces with mop)
2. Sanitize vehicle animal holding compartments after transporting primates, carnivores, ungulates, and poultry. Sanitize vehicles used to transport rodents in filtered containers weekly, or more frequently as needed to maintain a high level of sanitation.

TABLE 1

Species	Minimum Floor Space per Animal (square inch)	Minimum Interior Height of Shipping Container (inch)
Mice		
Up to 5 weeks	3.0	4.0
5-8 weeks	4.5	
8-12 weeks	6.0	
Over 12 weeks	7.5	
Rats		
Up to 50 g	6.0	6.0
50-100 g	9.0	
100-150 g	12.0	
150-200 g	15.0	
200-300 g	20.0	
Over 300 g	25.0	
Hamsters		
Up to 60 g	6.5	5.0
60-80 g	8.0	
80-100 g	11.0	
Over 100 g	13.0	
Guinea Pigs		
Up to 350g	30.0	8.0
350-600 g	45.0	
Over 600 g	55.0	
Rabbits		
3-5 lbs.	90.0	12.0
6-8 lbs.	180.0	
9-11 lbs.	270.0	
Over 12 lbs.	360.0	