



## Facility Animal Transportation Guidelines - Campus and Satellite Facilities and non-FSU Destinations

The transportation of animals both within the animal facilities and especially to individual laboratories and study areas should be performed in such a manner as to safeguard the well-being of the animals undergoing transport, the personnel working with the animals and other staff or students that might be exposed to the animals or their cages.

**The following applies to the transportation of rodents and non-mammalian species outside of the Laboratory Animal Resources Facility (other species must be transported by LAR personnel):**

- Transportation may not be done on a public transport system (e.g. may not be done via TalTran or University buses).
- Where possible, transfers should be requested of LAR and transportation done by LAR staff in an ACUC inspected LAR vehicle. Note that LAR vehicles are not for rent. Where absolutely necessary to use private vehicles, permission to use private vehicles must be requested of and approved by the ACUC in advance. Private vehicles used for animal transportation must undergo an ACUC inspection prior to use.
- Temperature extremes are to be avoided when animals are transported. Precautions or postponements are required when temperatures are below 45° F or above 85° F. Such precautions include the use of a climate controlled vehicle to maintain the temperature between 45° F to 85° F at all times during transport. The vehicle must be cooled/warmed prior to animals being placed in it.
- For long trips that require breaks or stops, the stops must be kept to a minimum (in number as well as time) and the vehicle climate must be kept continuously stable as noted above.
- Transport containers should be kept out of direct sunlight to avoid overheating.
- Transportation must be done in a direct and timely manner. Animals are to be moved to laboratories by the least public yet most direct route. Avoid public elevators where possible (use freight elevators).
- Transport enclosures must protect the occupants of the building or vehicles from allergies of animal origin, microorganisms, chemicals, radioactive materials and escaped animals.
- Primary enclosures must be escape proof, properly labeled, provide adequate ventilation, be able to be sanitized or disposed of and prevent the spread of pathogenic microorganisms. The enclosures should be opaque or shielded in such a way as to be non-stressful to the animals and allow for no observation by the general public.
- Animals shall not be transported with any other animal, substance or device that may reasonably be expected to be injurious to their health or welfare.
- Care must be exercised in handling enclosures used to transport live animals. They must not be tossed, dropped, needlessly tilted, stacked in a manner which may reasonably be expected to result in their falling, or handled in any manner which may cause physical trauma or stress to the animals.

- Do not stack cages such that ventilation will be compromised.
- Do not place cages (with or without animals) in the hallways outside of the laboratories. This practice may result in spread of disease to the healthy rodent populations and exposure of staff to allergens. Help reduce higher facility costs by returning all cages to the animal facility.
- Consider the possibility for non-animal user exposure in the lab. A person who is present in a laboratory to which animals are brought is considered to have the same exposure as if they had visited the animal housing facility from which the animals came.
- Any equipment, supplies or other materials, which come in contact with animals, must be decontaminated prior to entering another animal facility. Equipment should be decontaminated by autoclaving or chlorine dioxide treatment, or other methods approved by LAR.
- The transportation of animals that are to be dosed at one location and moved to another must be evaluated to assure that proper containment is used to minimize occupational exposure to persons involved with the move, and to minimize environmental contamination. FSU Environmental Health and Safety must be consulted on the development of an appropriate standard operating procedure.
- The transportation of animals that have been treated with a hazardous agent must be evaluated and approved as part of the standard operating procedure filed with the ACUC Protocol Review Form.

**Steps to follow for transportation of animals outside LAR animal housing facilities:**

1. Transfer animals into a clean cage. Minimize the number of animals per cage where possible. This step will help to greatly reduce the concentration of allergens in the cage, thereby helping reduce exposure for personnel.
2. Cages should retain food and water. Invert water bottles, spout side up, to avoid soaking the animals or bedding during transport.
3. In the case of wire bar lids that do not snap onto the cages, secure the wire bar lid to the cage by use of clips or large rubber bands to prevent escape.
4. Place a clean filter top onto the cage to contain allergens. Secure the lid in place using clips or large rubber bands.
5. In cases where animals will be transported through a public access area (e.g. parking lot, walkway, hallway, elevator), the primary enclosure must be placed inside another container, such as a styrofoam or clean cardboard box that has multiple holes less than 1/8 inch in diameter. This will help to reduce stress to the animals and prevent public viewing.
6. Never leave cages containing animals unattended.
7. Never leave cages containing animals in direct sunlight or in a drafty location.
8. Immediately following use, if returning animals to their housing room, place the animal back into its original home cage, transfer the water bottle to the cage and make sure food is in the hopper.
9. Carcasses should be placed into a morgue freezer.
10. Take all empty cages, lids, water bottles, filter tops and other housing equipment to the LAR dirty cage wash. a designated dirty cage transport cart or disinfect with an approved spray then place into a bag, seal the bag, lightly spray the outside of the bag and leave in the animal housing room for LAR pickup.