Institutional Animal Care and Use Committee (IACUC) Standard Operating Procedure

LIVE ANIMAL TRANSPORT

1. Purpose
The purpose of this policy is to address how live animals listed on approved ISU IACUC protocols will be transported outside of the room they are housed in to provide an appropriate level of animal biosecurity while minimizing zoonotic risks, protecting against environmental extremes, avoiding overcrowding, providing for the animals’ physical, physiologic, or behavioral needs and comfort, and protecting the animals and personnel from physical trauma.

2. Scope
This policy is applicable to all ISU staff, research investigators, students, and technicians who provide care for and/or use animals for research. ISU staff, research investigators, students, and technicians are expected to understand the content of SOPs related to their work responsibilities. These descriptions are written at a level which complements training and serves as a review for staff already familiar with the procedures. This policy does not apply to the transportation of poultry.

3. General Requirements
All personnel who transport live animals on an approved IACUC protocol must follow the procedures outlined in this document.

4. Procedure
A. Primary Enclosure for Transport of Animals

1. Containers or cages used for transport of animals should
   a. limit exposures to allergens, waste products, and odors while providing sufficient air for animal respiration;
   b. be the appropriate size for the animals being transported;
   c. be designed to prevent any injury to the animals;
   d. contain the animals securely to prevent escape;
   e. contain animal waste so it is not released from the container.

B. Transport

1. Movement of animals within or between sites or institutions should be planned and coordinated by responsible and well-trained persons at the sending and receiving sites to minimize animal transit time or delays in receipt. In all cases, appropriate loading and unloading facilities should be provided for the safe and secure transfer of animals at an institution. Facilities and procedures should be in place to help ensure that the environment at the site does not pose risks to animal well-being or personnel safety.

2. During transport, containers or cages must be secured so animals will not escape or be injured. Transport of animals must be done so that animals are protected against contaminants and adverse conditions (extreme temperature changes, physical injuries, etc). Temperature, season, and time of day should be considered to mitigate welfare concerns.

3. Animal transport between facilities should be direct with no stops. If stops are necessary for long transports, at least one person must stay with the vehicle that is transporting the animals at all times.

4. Whenever possible, animals should not be transported through public spaces or hallways. If animals are transported through public spaces or hallways, every attempt to avoid public exposure should be made. Cages that will be transported through public areas and hallways should be covered so that animals and cages are not visible and that the cover does not compromise ventilation. This can be accomplished with an opaque drape or lab coat.

5. All animals in transit within and between institutions or jurisdictions should be accompanied by appropriate documentation to minimize delays in shipping and receipt. At minimum, documentation must include identification of animals, species, PI in charge, and PI contact information.

6. If the transport of animals outside of an ISU facility was not referenced on an approved IACUC protocol, the Attending Veterinarian and/or LAR Director must grant approval before transport.

7. Institutional Biosafety Committee approval is required for the transport of animals that are transgenic or intentionally infected with a pathogen if the location they are being transported to is not listed on the approved IBC protocol.

8. Transport of Specific Animals
   a. Agricultural Animals—Agricultural animals may be transported in conventional agricultural transportation including stock trailers, semi-trailer trucks.
   b. Wildlife—Generally, wildlife are not transported, but, in case of transport, wildlife should be transported in a safe and secure manner for both animals and personnel transporting the animals.
   c. Rodent Transport—Rodents should be transported inside home cages inside secondary containment.
   d. Aquatic and Amphibians—For aquatic species and amphibians, special considerations are required for transportation in an aqueous or sufficiently moist
environment, and special attention should be given to avoiding temperature extremes for poikilotherms.

C. Transport Vehicles

1. Transport vehicles should provide
   a. adequate heating/cooling to maintain animal comfort,

<table>
<thead>
<tr>
<th>TABLE 3.1 Recommended Dry-Bulb Macroenvironmental Temperatures for Common Laboratory Animals</th>
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</thead>
<tbody>
<tr>
<td>Animal</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Mouse, rat, hamster, gerbil, guinea pig*</td>
</tr>
<tr>
<td>Rabbit</td>
</tr>
<tr>
<td>Cat, dog, nonhuman primate</td>
</tr>
<tr>
<td>Farm animals, poultry</td>
</tr>
</tbody>
</table>

   (Guide for the Care and Use of Laboratory Animals, 8th edition)

   b. protection from direct sun,
   c. protection from public view,
   d. method to contain waste (e.g., plastic sheet under cage),
   e. ability to be sanitized.

2. Transport vehicles should be cleaned and sanitized after every transport with an appropriate chemical disinfectant. Consult the label for the appropriate contact time. The vehicle should be clean and free of organic material when sanitation is complete.

3. It is not acceptable to transport animals on CyRide or by bicycle.

4. The following are IACUC-approved vehicles for animal transport:
   a. LAR
      1) Vehicle
      2) Transport carts
      3) Stock trailers, semi-trailer trucks
   b. ISU Transportation Services
      1) Truck
      2) Truck with shell
      3) Cargo van

5. Personal vehicle usage for the transport of animals is strongly discouraged unless there is an animal medical emergency. Using your personal vehicle to transport animals presents a risk of contamination due to allergens, zoonotic diseases, and other hazard associated with animal exposure.

6. ISU is not responsible for damage to vehicles done by animals during transport. Even if on work business, the personal vehicle owner will need to use their own
insurance coverage in the case of an accident. The University will not reimburse for any deductible or liability claim for any damage to the vehicle. The ISU policy covering personal vehicle usage is attached to this SOP.

D. Shipping

1. Shipping should be coordinated to ensure that animals arrive during normal business hours, or, if delivery occurs outside of this time, that someone is available to receive them. Shipping of animals using a courier service (e.g., FedEx, UPS, etc.) must be coordinated through the Department of Laboratory Animal Resources.

E. Personnel Safety

1. If needed, measures should be taken to minimize occupational hazards related to exposure to animals both in the research area and during transport to and from the area.

2. Appropriate PPE should be worn while transporting animals. Smoking, eating, or drinking when animals are in the vehicle is not allowed. To minimize human exposure to allergens or zoonotic diseases, animals should not be placed in the same air space as humans during transport unless animals are within an enclosed cage or an open cage is within secondary containment.

5. Roles and Responsibilities

This section is in a table format. Each individual participating in the duties outlined in the SOP (animal caretaker, veterinarian, animal researcher, etc.) will be listed in their own row within the “Roles” column. In the corresponding “Responsibilities” column, the tasks that group of individuals is responsible for should be described.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>All ISU staff, research investigators, students and technicians who transport animals on an approved IACUC protocol</td>
<td>• Follow the procedures outlined in this document.</td>
</tr>
</tbody>
</table>

6. Definitions

n/a

7. Appendices

ISU Insurance, Vehicles Policy

8. Forms and Templates

n/a
9. References

- *The Guide for the Care and Use of Laboratory Animals, 8th Edition*
- ISU policy covering personal vehicle usage

- Chapter 5, *The Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition* 

10. Contact Information

Direct questions about this document to: Institutional Animal Care and Use Committee, Iowa State University, 515-294-9581, iacuc@iastate.edu.
Appendix 1

Iowa State University Policy Library: Insurance, Vehicles
http://www.policy.iastate.edu/policy/insurance/vehicles

Effective: Moved to Policy Library from UPM 7.3(1), UPM7.3(2), UPM 7.4(1)
Contact: Risk Management

Introduction
Iowa State University participates with other Board of Regents, State of Iowa, institutions in the
Iowa Regents Motor Vehicle Self-Insurance Program for liability on motor vehicles. The
program responds to liability claims for property damage or bodily injury arising from an
accident involving University vehicles where the University driver was more than 50%
negligent.

The Iowa Regents Motor Vehicle Self-Insurance Program includes coverage for comprehensive
and collision damage to University vehicles, subject to a $500 deductible per loss.

Claims are processed pursuant to the Iowa Tort Claims Act, Chapter 669 of the Code of Iowa.

Policy Statement

Personal Injury
Immediately report any vehicle accident involving personal injury to the Office of Risk
Management.

"Hit-and-Run" and Vandalism
Within 24 hours of the incident, report any "hit and run" and vandalism incidents to the
Department of Public Safety or local police, if off campus. These are criminal incidents.

University Vehicles
Within 48 hours of the incident, report any accident or damage incident related the use or
operation of University vehicles to the Office of Risk Management and to Transportation
Services.

The deductible associated with any vehicle accident or damage insurance claim will be assessed
to the driver's department.

Claims and Reports
Promptly complete and submit any reports requested by the Office of Risk Management and
Transportation Services, in compliance with the requirements of the Board of Regents and the
State of Iowa.

Vehicles Not Owned by the University
Vehicles not owned by the university include rentals, personal, or borrowed vehicles. The
University's travel reimbursement program includes a provision for insurance expenses in the
mileage rate calculation for personal vehicle use. In an accident, the owner of a non-university vehicle must look to his or her own automobile insurance coverage as the primary insurance.

For vehicles not owned by the university, the Iowa Regents Motor Vehicle Self-Insurance Program will apply only as excess liability coverage. The University's excess liability coverage will apply when the driver was an authorized University employee on University business at the time of the loss, and the vehicle owner's policy has been exhausted. The University will not reimburse an employee, or other private owner, or their insurer for any deductible or liability claim paid by their auto insurance policy or for any damage to the vehicle.

**Vehicles Used for Field Trips and Other Student Travel**

Faculty and staff members using their own automobiles to transport students on field trips, inspection trips, etc., are required to carry auto insurance of at least the minimum required by the State of Iowa.

Students are not required to purchase travel insurance for university-sponsored events. However, any unusual program should be discussed with the Office of Risk Management to determine if special arrangements are necessary.

**Resources**

**Links**

- [Claim and Loss Reporting Forms](#)
- [Purchasing Insurance](#)
- [Transportation Services](#)