



OFFICE OF
**RESEARCH
COMPLIANCE**
CENTRAL MICHIGAN UNIVERSITY

Title	Animal Transportation Policy
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Authorized by	IACUC

I. PURPOSE

Transportation of research or teaching animals is sometimes necessary. Maintaining the wellbeing of transported animals is a top priority. It is important to maintain the animals' health status by avoiding exposure to potential pathogens, preventing injury, and reducing stressors such as temperature extremes, odors, excessive noise, and confrontations with other animals. Transporting research animals requires heightened attention to detail to ensure safety and wellbeing for the animals, as well as personnel, in areas where the animals must pass. Human health concerns include allergies of animal origin, injury from escaped animals, and exposure to hazards such as microorganisms, chemicals, or radioactive materials.

The Guide for the Care and Use of Laboratory Animals (The Guide) states that animal transportation *"should 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."*

The Animal Welfare Act Regulations (USDA regulations) must be followed when transporting animal species covered under the Animal Welfare Act (AWA).^{*} These animals include dogs, cats, non-human primates, calves, sheep, goats, pigs, rabbits, guinea pigs, hamsters, and other mammals not specifically excluded (exclusions are laboratory mice, rats, and birds). Transportation of animals must also comply with the applicable local and state laws and transportation regulations.

Based on these principles, this policy sets the requirements for animal transport by investigators and staff at Central Michigan University. Investigators may apply for an exception with the IACUC office for the transportation, receipt, and shipment of animals if they have requirements that differ from this policy

^{*}Note: Currently, no CMU researchers are conducting research requiring transportation of livestock, primates, or other species covered under the AWA's – if this changes, the IACUC approved protocols and/or this policy should reflect expectations for the appropriate species-specific transportation concerns.

II. POLICY

- A. All methods of transporting animals must provide for the health and welfare of animals.
- B. Transportation of animals must be done in a direct and timely manner, avoiding public areas as much as possible. In selecting the route, care should be taken to utilize the least congested areas.

- C. Research and teaching animals must not be transported with any other animal, substance, or device that may potentially cause injury to the animal being transported.
- D. The cage density (i.e., animals per cage) requirements for animal transport are the same as those described in the institutional policies and similar to those described in The Guide.
- E. Enclosures containing animals must be:
 - a. Secured in a manner that will prevent them from tipping or falling
 - b. Handled in a manner that will minimize any physical trauma or distress to the animals
 - c. Positioned to optimize ventilation
 - d. Constructed of materials that can either be sanitized or discarded and must be designed to prevent cross-contamination. The enclosures must:
 - e. Escape-resistant
 - f. Resistant to unintended opening. Containers that latch, lock, or are contained within a secondary container are acceptable.
- F. Environmental variables during transport must be maintained at appropriate levels for the species. For aquatic species and amphibians, special considerations are required for transportation in an aqueous or sufficiently moist environment.
- G. Personal protective equipment (PPE) during animal transport:
 - 1. In most cases PPE should be disposed of prior to exiting the animal facility and fresh PPE donned prior to re-entering an animal facility.
 - 2. PPE generally will not be needed during transport if the exterior of the enclosures are misted with an appropriate disinfectant before exiting the animal facilities.
 - 3. Washing of hands following transport of a live animal or carcass is an important step for prevention of the spread of infectious organisms or other contaminants to both personnel and animals.

III. EXPERIMENTAL HAZARD CONSIDERATIONS

- A. The transportation of animals used in research involving hazardous materials may require review/approval by the appropriate oversight bodies (e.g., IACUC, IBC, OLFS, RSC).
- B. The transportation of animals must ensure proper containment to minimize occupational exposure to people involved with the move, and to minimize environmental contamination. As needed, other oversight bodies (e.g., the Office of Laboratory and Field Safety) will be consulted.
- C. Warning labels are required on enclosures used to transport live or dead animals that have been exposed to chemical, biological, or radiological hazards. The specific hazard must be identified.

IV. SPECIES SPECIFIC PROCEDURES

- A. Rodents
 - 1. Reverse the position of the water bottle to avoid flooding. In some cases, leaving the water bottle with the cage may not be practical. In such cases, hydrating gel or another source of water should be provided.
 - 2. If a filter top is not available to appropriately cover the top of the cage(s) for transport within

- a facility/corridor; cover the cage with another item such as clean lab coat, surgical drape. In the Health Professions Vivarium use the special towels designated for covering cages
4. Upon transport or return to a housing area, transfer the rodents to a clean cage with the water bottle correctly placed, with the sipper tube seated properly through the grommet and the wire bars.
 5. Bring the dirty cage to the soiled side of the cage wash facility or area for sanitation.

B. Aquatic Species

1. Be sure that the transporting environment is appropriate for the species –fish need to be transported in water, aquatic frogs need to be transported in water or in such a way that they do not suffer respiratory difficulty during transport.

C. Birds

1. Providing there is adequate ventilation, pigeons and doves may be transported for short distances in wicker baskets or cardboard boxes.
2. It is not advisable to provide water continuously as plumage may become damaged.
3. After 1-2h birds should be given food and water.

V. TRANSPORTATION VIA PERSONAL VEHICLES

When CMU personnel will be transporting animals in vehicles not specifically designated for such purposes (e.g., personal cars), the following additional requirements must be met:

- A. PI must complete an IACUC Vehicle Inspection Form (Appendix A)
- B. The vehicle must be inspected, and the form signed by an IACUC member or designated qualified individual as assigned by the IACUC.
- C. Live animal shipments cannot be placed in the trunk or other non-ventilated enclosed spaces of a vehicle. The animals must be able to receive the benefit of climate control systems available in the vehicle.
- D. During vehicular transport, the primary enclosure may be secured within a secondary container that will:
 1. Further reduce risk of accidental cage/container opening
 2. Be secured within the vehicle
 3. Provide a level of security by preventing others from determining that animals are being transported
 4. Provide adequate ventilation
- E. All enclosures must be placed in the vehicle on, or in, waterproof materials/containers that can be discarded or disinfected upon completion of the shipment.
 1. Such materials will protect the vehicle from contamination by animal-based fluids, such as a sanitizable rubber mat or tarp.
 2. The cargo areas of vehicles used for transport must be cleaned and disinfected before and after transport.

VI. ON-CAMPUS TRANSPORTATION PROCEDURES

- A. All shipments must be in escape-proof primary enclosures, or containers, which must

provide adequate ventilation and be sanitized or discarded after use.

B. Transport between campus buildings

1. Transport of animals between university buildings should be done by vehicle (here, defined as a car, SUV, van or truck).
2. If one needs to transport animals a short distance between buildings, they may do so by walking the animals over on a cart, as in section VI.C., below. The one additional requirement when doing so would be to provide sufficient insulation around the enclosure to protect the animals from large changes in temperature.
3. Transport to or from field sites must be done by vehicle.
4. When CMU personnel will be transporting animals in personal vehicles, refer to section V.

C. Transport within buildings

1. Carts must be used to avoid dropping containers.
2. When transporting animals within a building, enclosures must be covered to reduce spread of contaminants (fomites, allergens, etc.) and to prevent others (non-personnel; students, etc.) from observing the animals. The covers used must allow for sufficient ventilation.

VII. OFF-CAMPUS/INCOMING TRANSPORTATION PROCEDURES

- A. The PI is responsible for the transport of animals from the CMU campus to other locations, be it an intra-state, interstate, or international destination.
1. When animals are moved to off-campus locations, the containers must be labeled “Live Animals.”
 2. All shipments must be in escape-proof primary enclosures, or containers, which must provide adequate ventilation and be sanitized or discarded after use.
 3. Containers must meet applicable laws and standards, e.g., those from the International Air Transport Association (IATA) at www.iata.org or the Animal Welfare Act, as appropriate.
 4. Animals to be transported must have veterinary approved health certificates as required by each state through which the animals will transit.
 5. Food and water (or gel packs) must be provided to rodents that will be held within the transport container for longer than 4 hours.
- B. Commercial shippers may be utilized when appropriate and are responsible for compliance with regulatory requirements for all animals in their possession.
- C. When CMU personnel will be transporting animals in personal vehicles, refer to section V.
- D. Note: All incoming animal shipments may be quarantined upon arrival so as not to be a risk to other animals in the facility. The PI must obtain facility manager and veterinary approval prior to transport to ensure that adequate housing facilities can be provided. Refer to IACUC Animal Acquisition, Transfer, and Tracking policy procedures for more details.

VIII. REFERENCES

- Animal Welfare Act and Animal Welfare Regulations (2022). Published by United States Department of Agriculture Animal Plant Health Inspection Service.
- The Guide for the Care and Use of Laboratory Animals 8th Edition (2011), National

- Academies Press, Washington DC
Committee on Guidelines for the Humane Transportation of Laboratory Animals, N.R.C.
Guidelines for the Humane Transportation of Research Animals. The National Academies
Press, Washington, D.C. 2006

APPENDIX A: VEHICLE INSPECTION FORM

VEHICLE INSPECTION
INITIAL OR SEMIANNUAL RE-ASSESSMENT

PROTOCOL INFORMATION

PI Name: _____ IACUC Approval #: _____

Species: _____ Max. No. of Animals Transported in One Trip: _____

Frequency of Transport / No. of Anticipated Trips: _____

Pick-up Location: _____

Drop-off Location: _____

Anticipated Distance of Transit: _____

Estimated Time of Transit (hours): _____

VEHICLE INFORMATION

Vehicle Owner: _____ Make: _____

Model: _____ Year: _____ Color: _____

License Plate (State / Number): _____

TRANSPORT CONDITIONS

Provide a brief description of each applicable item

☐ NO	☐ YES	Secondary Container?	
☐ NO	☐ YES	*Sanitizable Surfaces?	
☐ NO	☐ YES	Spills Containable?	
☐ NO	☐ YES	Protection from Sun?	
☐ NO	☐ YES	Protection from Public Observation?	
☐ NO	☐ YES	Container Secured to Vehicle?	
☐ NO	☐ YES	Climate Controlled During Transit?	
☐ NO	☐ YES	Bedding, Water, Feed During Transit?	

*Examples of sanitizable surfaces in personal vehicles may include rubber mats or tarps.

Provide a brief description of any transportation processes not already described above. Enter 'None' if all processes are described above.

STIPULATIONS AND CONDITIONS FOR THE TRANSPORT OF ANIMALS

The Vehicle Owner/Transporter assures the IACUC that they shall:

- ☐ Accept responsibility for the animal provisions of care and minimization of distress from the time of pick-up until the time of delivery.
- ☐ Minimize transport time.
- ☐ Use practices that minimize the risk of exposure to animal allergens.
- ☐ Use practices that minimize the risk of zoonotic disease transmission.
- ☐ Protect animals from environmental extremes.
- ☐ Avoid overcrowding.
- ☐ Provide food and water when indicated.
- ☐ Protect against physical trauma.
- ☐ Consider consultation with Risk Management prior to transport of animals in a personal vehicle

Confirm the following statements:

- ☐ YES 1. I agree to report to the IACUC any adverse or unanticipated event which occurs during transit.
- ☐ YES 2. I confirm the accuracy of the descriptions noted in this document.
- ☐ YES 3. I agree to abide by the requirements of this document, and if changes are necessary, I shall file an amendment with the CMU IACUC prior to initiating the new procedures.

Signature of Vehicle Owner/Transporter

Date

Signature of CMU IACUC Member(s)

Date

Printed name of IACUC Member (s): _____

This vehicle is approved for animal transport starting on the date below for a period of 6 months: _____

Additional Notes/Comments:
