



STANDARD OPERATING PROCEDURE 901 ANIMAL TRANSPORT AND USE OUTSIDE OF ANIMAL FACILITIES

1. PURPOSE

This Standard Operating Procedure (SOP) describes the transportation and use of animals outside the animal facility.

2. RESPONSIBILITY

Principal investigator (PI), their research staff.

3. MATERIALS

- 3.1. Species-appropriate animal transport enclosure
 - 3.2. Climate-controlled transport vehicle, where applicable
 - 3.3. Opaque drape or bag to cover the transport enclosure, where applicable
 - 3.4. Disinfectant
 - 3.5. Personal protective equipment (PPE) such as mask, gloves, laboratory gown
 - 3.6. Bags for dead animal disposal
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4. DEFINITIONS

- 4.1. Housing:
 - 4.1.1. Refers to the housing of an animal, in a cage, for an extended time (more than 12 hours) in an area that meets the Israeli Council on Animal requirements for animal facilities in terms of infrastructure and environmental conditions.
- 4.2. Holding:
 - 4.2.1. Refers to holding an animal for a short time, less than 12 hours, in each area.
- 4.3. Procedure room:
 - 4.3.1. Refers to an area where animals are used for experimental purposes.

5. PROCEDURES

- 5.1. The location of animal use is specified and justified in the animal protocol. Work with animals outside the animal facility is approved for specific cases with scientific justification.
- 5.2. Satellite locations are monitored routinely by veterinarians.
- 5.3. The maximum allowable time outside an animal facility is 12 hours, including transport.
- 5.4. Public access areas include roadways and areas outside the animal facilities.
- 5.5. The animal facility staff must be immediately notified if an animal escapes during transport.
- 5.6. Animal transport through public areas should:
 - 5.6.1. Minimize transit time
 - 5.6.2. Reduce the risk of zoonoses and allergies
 - 5.6.3. Prevent public exposure
 - 5.6.4. Prevent escape
 - 5.6.5. Protect the animals against contaminants and aversive conditions (extreme environmental conditions, physical injuries, etc.)
- 5.7. If animals are not used in terminal procedures immediately after transport (i.e., need to be housed in a different facility), the transfer should be to a pre-prepared and approved facility.
- 5.8. Transport rodents in filter-top caging or closed transport containers, such as shipping boxes, to prevent the dispersal of allergens, fomites, and other particles and debris.
- 5.9. When using caging equipment to transport rodents, lids must be secured to the cage (e.g., using low tack tape).
- 5.10. Disposable crates for transporting animals are available at BGU's pre-clinical facility. Shipping containers can be ordered.
- 5.11. All cages must be covered with an opaque cloth or placed in an opaque bag or container to prevent public viewing.
- 5.12. When using a cart to transport cages, a measure needs to be applied to secure cells to the cart to prevent them from tipping over accidentally.
- 5.13. Food and a source of water (i.e., Transgel) should be provided if animals remain in the cage for over 4 hours.
- 5.14. Avoid overcrowding cages:
 - 5.14.1. Use the exact density requirement for general housing.
 - 5.14.2. Males from different cages should not be transported in the same container or compartment.
- 5.15. Ensure that the transport cage or container is:
 - 5.15.1. An appropriate size for the animals being transported
 - 5.15.2. Will not cause injury to the animals
 - 5.15.3. Able to contain the animals securely to prevent escape even if the cage is accidentally dropped or tipped over (for example, filter tops should be taped in place).
- 5.16. Service elevators and corridors should be used when available.
- 5.17. The animal facility staff can coordinate transport.
- 5.18. Outdoor transportation by foot is acceptable only on short distances, under 1km. An insulated secondary container (i.e., cooler) must be used when the temperature is below 10°C or above 25°C.
- 5.19. Requirements for transport vehicles:

- 5.19.1. Maintain the vehicle's ambient temperature between 10 and 25°C.
 - 5.19.2. Keep the vehicle clean and in good condition.
 - 5.19.3. Sanitize the transport vehicle for transporting animals of different health statuses.
 - 5.19.4. If a passenger vehicle is used, place plastic or similar material on the floor or under the transport cage to minimize contamination and facilitate sanitization.
- 5.20. When animal procedures must be performed outside the animal facility:
- 5.20.1. Animals must be handled the same way they would be in the animal facility (e.g., appropriate PPE and containment devices).
 - 5.20.2. Procedures are performed in an area dedicated to animal use.
 - 5.20.3. Non-essential employees must not be present.
 - 5.20.4. Door and interior window shades must be closed in the procedure room to avoid view and intrusion during the procedures.
 - 5.20.5. Equipment should be cleaned between animals.
 - 5.20.6. Clean and sanitize procedure areas as described in Procedure Room Maintenance SOP. Cleaning activities should be recorded on a log sheet.
 - 5.20.7. Cages must be promptly returned to the animal facility for processing.
 - 5.20.8. Double bags should be used to transport small dead animals, and appropriate containers for large dead animals.
 - 5.20.9. Dead animals are disposed of in the designated area at BGU's pre-clinical facility.

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Approved by the BGU Animal Policy and Welfare Oversight Committee