I. PURPOSE

a) Transportation of research or teaching animals within or between campus buildings and between campuses is an essential component of the research enterprise. The integrity and well being of the animals being transported are necessary for the quality of the research and the welfare of the animals. 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, noise, and confrontations with other animals. Transporting research animals requires heightened attention to detail to ensure safety and well being 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.

b) The Guide for the Care and Use of Laboratory Animals 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.” This document will expand upon these principles for the investigators and laboratory and technical staff at Washington State University.

II. RESPONSIBILITIES

a) The Principal Investigator is responsible for following the procedures described in the Animal Transportation Policy and complying with any additional local, state and federal laws.

1. An Animal Transport Inventory or equivalent form must be completed for all animal transportation on public roads off of the WSU main or satellite campuses. Forms can be found at http://www.iacuc.wsu.edu/forms.asp. An accompanying state Certificate of Veterinary Inspection or state Certificate of Permit (cattle haul slip) may be used as an equivalent to the Animal Transport Inventory for animals shipped with no infectious, chemical or radiation hazards.

2. Additional procedures and documentation are required by law for wildlife, USDA-covered species, hazardous material transport, interstate and international animal transportation.

3. All research-related transport must be described in an ANIMAL SUBJECTS APPROVAL FORM (ASAF) and approved by the WSU Institutional Animal Care and Use Committee (IACUC) before the transport takes place.
b) The WSU IACUC, Institutional Biosafety Committee (IBC), and Radiation Safety Office (RSO) are responsible for reviewing and approving transportation plans and standard operating procedures (SOP) for project-specific animal transport.

c) The Office of the Campus Veterinarian (OCV) is responsible for animal health & welfare during transit, veterinary inspections for international and interstate transport and biosecurity control of campus animal facilities.

III. GENERAL PROCEDURES

a) All methods of transporting animals must provide for the health and welfare of animals. Animals must not be transported with any other animal, substance, or device that may potentially cause injury to the animal being transported.

b) Under no circumstances should research animals be transported by public transportation such as campus or city buses or shuttles.

c) 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 and to avoid human patient areas, whenever possible.

d) Enclosures containing animals must be secure and carefully handled. The enclosures must be maintained in a manner that will prevent them from tipping or falling and must be handled in a manner that will minimize any physical trauma or distress to the animals.

e) All animals should be mentally alert and mobile during transportation. If not, sedated or anesthetized animals require continuous monitoring during transportation.

f) Temperature extremes must be avoided when animals are transported. When temperatures fall below 40°F (4.4°C) or above 85°F (29.4°C), special precautions (in addition to the climate controlled vehicles) may need to be taken. A vehicle may require pre-heating or pre-cooling to achieve proper temperatures.

g) Transportation of animals must comply with local, state and federal laws and regulations. Moving animals across state and national borders may require additional animal vaccination, testing and/or a veterinary inspection before transport.
h) The USDA regulations must be followed when transporting animal species covered under the Animal Welfare Act (AWA). These animals include: dogs, cats, non-human primates, rabbits, guinea pigs, hamsters, and other mammals not specifically excluded (exclusions are laboratory mice, rats and birds). Cattle, sheep, goats and pigs may also qualify if on a USDA-covered project.

i) Transport small animals in covered or opaque cages, carriers, or containers. These primary enclosures must be constructed of materials that can either be sanitized or disposed of, and must be designed to prevent the spread of fomites, microorganisms, chemicals, or radioactive materials where indicated. The containers must:
   1. Be escape proof. There must be a means to prevent unintended opening such as a latch or locking mechanism, tape, rubber band or a box-within-a-box. This applies to transport within hallways as well as between buildings.
   2. Provide adequate ventilation (Note: Using enclosed impermeable containers or trash bags/shrink wrap without air holes for extended periods does not provide adequate ventilation)
   3. Provide food and a source of water if small animals will be held within the transport container for longer than 4 hours.
   4. Use the same density requirements for general animal housing as described in the Guide for the Care and Use of Laboratory Animals. Do not overcrowd transport cages.
   5. Transport containers must be able to be sanitized or disposed of after use to prevent possible cross-contaminations between animals of differing health status or different species.

j) Transfers of specific-pathogen-free rodents must have prior approval from the Office of the Campus Veterinarian and the vivarium manager to maintain proper biosecurity.

k) Investigators may apply for an exception with the WSU IACUC office for the transportation, receipt and shipment of animals if they have requirements that differ from these guidelines. Any exceptions must still comply with local, state and federal laws and regulations.

IV. TRANSPORTATION WITHIN A VEHICLE
a) The optimal transport vehicle is a WSU animal facility-owned or OCV vehicle or trailer designated for animal transport. If WSU motor pool or other WSU common-use vehicles are utilized than the vehicle administrator must be informed of the intended use for animal transport and procedures must be followed to minimize contamination of the vehicle. The use of personal vehicles is strongly discouraged. WSU will not be responsible for any damage that may occur during transportation in a private vehicle.

b) Personnel should remain with or in the vehicle at all times when animals are on board and drivers should take the most direct route of transit.

c) Do not smoke in the vehicle, do not slam doors and keep radios off or on low volume
d) Animals cannot be placed in the trunk, or other non-ventilated enclosed space, of any vehicle. Small animals must ride in the climate controlled vehicle compartment. Livestock and other large animals may be transported in a suitable trailer, truck or van with adequate ventilation.

e) Small animals (rodents, rabbits, fish, amphibians):

All primary enclosures should be placed on a drape, mat or rug or placed within a secondary container that can be either discarded or disinfected upon completion of the shipment. These procedures will protect the vehicle from contamination by animal-based fluids, dander, allergens and bedding materials. Any secondary containers must not inhibit proper ventilation.

1. Transport rodents in a secure clean micro-isolation style cage (with a filtered top) or filtered transport container.
2. Caging must be protected from temperature extremes, direct sunlight, or visual observation by use of opaque plastic bags or boxes, opaque fabric, or other opaque covering. Coverings must not inhibit ventilation.
3. Secure transport containers in the vehicle so to prevent shifting or tipping. Do not stack cages
4. When rodents are transported for a period of more than 4 hours, food and water or a type of food that satisfies the requirement for food and water (gel pack) must be provided in the primary enclosure.
5. Aquatic species and amphibians require special considerations for transportation in an aqueous or sufficiently moist environment. Special attention should be given to avoiding temperature extremes for poikilotherms.

f) Large animals (dogs, cats, rabbits, livestock):

1. Livestock: Clean and disinfect cargo areas of trucks or trailers used in the transportation of animals as needed to prevent contamination of future animal deliveries. Sanitation of the vehicle includes the interior floor and lower walls or any surface that could be in contact with the animals or equipment using an appropriate disinfectant.
2. Dogs/cats/rabbits: the animals should be secured within a sanitizable transport crate or kennel within the climate-controlled section of the vehicle. Only leash trained conditioned dogs may ride un-kenneled in the passenger compartment in a designated vehicle. Un-kenneled dogs must wear harnesses or collars and be leash-secured before release from the vehicle. Water should be offered at least every 6 hours of transit.


g) Emergencies during transport

1. To avoid delays, the vehicle should be in good working order and transport should be undertaken during travel-favorable weather conditions.
2. At minimum, the driver must carry an Animal Transport Inventory (see form at http://www.iacuc.wsu.edu/forms.asp) or equivalent state Certificate of Veterinary Inspection or state Certificate of Permit. If applicable, the driver should also have any hazard-specific SOPs, relevant USDA forms, certificate of veterinary inspection or other documents as required by local, state and federal laws.
3. The driver should carry a cellular phone and emergency contact numbers to call for assistance in the event of a delay, accident or disabled vehicle. Veterinary staff can be reached at all hours using the OCV emergency phone at 1-509-330-1871.

4. In cold or warm weather situations, transport containers may have to be moved out of a disabled vehicle into another vehicle, building or sheltered area to avoid extreme temperatures while waiting for assistance.

5. If an animal escapes, attempt to contain the animal and return the animal to secure containment.

6. Any accidents, escapes or other events that impact animal health or well-being during transport must be reported to OCV.

V. WILDLIFE & FIELD STUDIES
   a) All wildlife trapping and transportation must comply with local, state and federal laws and regulations.
   b) If transporting wild rodents that are suspected or known to be infected with hantavirus, please refer to the WSU IACUC Guidelines for Handling Animal Reservoirs of Hantavirus for specific safety precautions.

VI. BIOLOGICAL HAZARDS, CHEMICAL HAZARDS & RADIOACTIVITY
   a) Animals inoculated, infected or treated with project-specific hazardous infectious agents, chemical or radiation hazards require an agent/hazard-specific transportation SOP approved by the WSU IACUC, WSU Institutional Biosafety Committee and/or WSU Radiation Safety Office.
   b) The agent/hazard-specific transportation SOP approval must be obtained prior to transport and must comply with local, federal and state regulations for the transportation of hazardous materials.

Approved by WSU IACUC 2.26.14
**Washington State University**

**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

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**Animal Transport Inventory**

Complete this form for WSU animal transportation on public roads between campuses or other destinations. Refer to the WSU IACUC Animal Transportation Policy at [http://www.iacuc.wsu.edu/resources.asp](http://www.iacuc.wsu.edu/resources.asp) for instruction. A completed copy of this inventory and other necessary transportation documents must accompany the shipment. Return a copy to OCV office by email to or.ocv.alert@wsu.edu or Fax to 1-509-335-3162. For relevant policy view WSU IACUC Policy#33 Transportation.

### Personnel

<table>
<thead>
<tr>
<th>Driver name:</th>
<th>Cell phone #:</th>
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<tr>
<td>Investigator name:</td>
<td>WSU IACUC ASAF #:</td>
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### Animal Information

Species of animal to be transported (list all):

Strain of animal to be transported:

Number of Animals in Shipment:

Transfers of specific-pathogen-free rodents must have prior approval from the Office of the Campus Veterinarian and the vivarium manager.

Transport of USDA-covered species requires inspection of the vehicle. Contact OCV or the WSU IACUC to arrange inspection.

### Hazard Information: IF ANY ITEMS ARE CHECKED, LIST THE HAZARD AND CARRY APPROVED HAZARD TRANSPORT SOP

Animals inoculated, infected or treated with project-specific hazardous infectious agent, chemical or radiation hazards require an agent/hazard-specific transportation SOP approved by the WSU IACUC, WSU Institutional Biosafety Committee and/or WSU Radiation Safety Office. SOP approval must be obtained prior to transport and must comply with local, federal and state regulations for the transportation of hazardous materials.

- [ ] The animals have **NO** known infectious agent, chemical or radiation hazard
- [ ] The animals have been treated with a chemical or pharmacological hazard
- [ ] The animals have been infected with a hazardous microorganism (bacteria, virus, or parasite)
- [ ] The animals have been treated with a radioactive substance
- [ ] Other, Please explain_________________________________________________________

Hazard (s):

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<td>Principal Investigator:</td>
<td>Date of shipment:</td>
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<td>Phone number:</td>
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**EMERGENCY CONTACTS**: OFFICE OF THE CAMPUS VETERINARIAN 1-509-330-1871 OR 1-509-335-6246

LABORATORY EMERGENCY CONTACT

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