**Institutional Animal Care & Use Committee (IACUC)**

**Request for Transportation of Animals Outside the Central ACF**

***INSTRUCTIONS: Before submitting a request to transport animals, please read through the following UT Arlington policies and procedures.***

**POLICY: TRANSPORTATION OF ANIMALS**

The Office of Laboratory Animal Welfare (OLAW) and the United States Department of Agriculture (USDA) require all parties involved in the transfer of animals to apply due diligence in assuring that animals are transported under appropriate conditions to prevent morbidity or mortality. Therefore, all Investigators must adhere to the following procedures in the transport or transfer of live animals.

**Transport of Animals TO A SATELLITE OR HOLDING FACILITY OUTSIDE THE CENTRAL ACF (ON ut aRLINGTON CAMPUS)**

IACUC Approval of Animal Transport

* Transport of any animal outside the central ACF must first be approved by the IACUC and described in an IACUC-approved Protocol (or Amendment if transportation becomes necessary following approval of the original protocol). **Transporting animals without proper approval by the IACUC is a violation of University policy and will be reported/documented as an incident of non-compliance.**
* The IACUC or its designee will inspect the site where animals will be transported/held, and any vehicle, cage, or equipment proposed in the transportation request. Inspections will repeat semi-annually.
* **Personnel responsible for transporting animals must complete specialized training with the ACF Manager.**

Check-Out Procedure

* **Before *each instance* of animal transport, investigators must “check-out” the animals by entering the transport into the Log Book located outside the ACF Manager’s office**. **For animals initially located outside the central ACF, the PI is responsible for creating and maintaining a Log Book to document animal transports.** The Log Book must include the name of the person transporting the animals, the IACUC-approved protocol number, the species, number of animals, date, time, and list of any equipment being borrowed to transport the animals (cages, carts, etc.).
* **Weekend/Holiday Transports** – Investigators planning to transport animals over a weekend or holiday must notify the ACF Manager in advance during regular business hours, in addition to following the check-out procedure detailed above.  For instance, if transport is planned on a Saturday, notification should be made to the ACF Manager the week before, including the species and number of animals that will be transported.  Animals planned for transport during weekends/holidays may be separated, tagged, or placed in a holding area by the ACF Manager.

Transportation Logistics

* Logistics of animal transportation will be reviewed and approved by the IACUC. This includes consideration of such criteria as:
  + Appropriate caging, containment, and method to prevent public visibility (applies to transport of live animals in addition to transport/return/disposal of dead animals).
  + Method of transport (cart, vehicle, etc.), route, and times of transportation.
  + Care of animals at the new site.
* The shortest and most direct route will be used to transport animals, with no unnecessary stops along the way. Animals will not be left unattended at any time (in vehicle, on carts, etc.).

Adverse Events/Unanticipated Problems

Investigators must immediately report to the IACUC or ACF Manager any adverse events or unanticipated problems experienced during transport of animals. An adverse event is defined as any happening not consistent with routine expected outcomes that results in unexpected animal welfare issues (death, disease, distress, or harm), or human health risks (zoonotic disease or injuries).

Transporting Live or Dead Animals Containing Hazardous Materials

Appropriate precautions must be incorporated both during transportation and after the animals have arrived at their destination. Due to the complexity of these requirements, investigators planning to transport animals containing radioactive materials, biohazards (e.g. human pathogens), or chemicals (e.g. carcinogens) from one location to another must contact Environmental Health & Safety Office (817-272-2185 or ehsafety@uta.edu) for specific guidance.

**TRANSPORT OF ANIMALS OFF-SITE (OUTSIDE UT ARLINGTON CAMPUS)**

Before the IACUC approves a protocol that requires sending UT Arlington-owned animals to another institution for continued study, the IACUC must determine that the receiving institution meets the requirements to receive UT Arlington animals.

**Investigators must adhere to all procedures as detailed above for “Transport of Animals to a Satellite or Holding Facility,” *in addition to* the following procedures:**

**If ownership is retained by UT Arlington, the IACUC requires -**

* A copy of the protocol and an approval letter from the receiving institution’s IACUC for the animal protocol that covers the use of UT Arlington animals;
* Documentation of the receiving institution’s OLAW Assurance number covering the site where UT Arlington animals will be housed;
* Documentation of the receiving institution’s USDA Registration number (if applicable to species) covering the site where UT Arlington animals will be housed;
* A letter from the PI stating that if a *non-rodent* animal dies while on study at the receiving institution, a necropsy will be performed by a veterinarian and a pathology report will be presented for UT Arlington’s IACUC for review; and
* The animal identification card and a copy of the animal's permanent veterinary record, if appropriate, must accompany the research animal.

**If ownership is transferred from UT Arlington to the Receiving Institution, the IACUC requires -**

* Appropriate documentation (e.g. Material Transfer Agreement or Purchase Order) must be filled out and approved by the appropriate legal or technology transfer office at each institution;
* A health report must be created in coordination with the ACF Manager and/or Veterinarian before animals can be shipped; and
* Prior to the transport of animals, the receiving Institution must confirm, in writing, to UT Arlington’s IACUC Staff or ACF Manager, that they are willing and prepared to receive the animals.

**Institutional Animal Care & Use Committee (IACUC)**

**Request for Transportation of Animals**

Transportation of animals across UTA’s campus, or animal transfers from UTA to other institutions, must be approved by the Institutional Animal Care and Use Committee (IACUC).

**Instructions:** **Type** responses in the provided form fields – incomplete forms will be returned. **Sign** the completed form and return it to IACUC/Research Administration at [iacuc@uta.edu](mailto:iacuc@uta.edu), Box 19188, or fax 817-272-2105 (please keep the policy portion, pages 1-2, for your own records).

**Section A: Contact Information**

**PI:**      **Department:**      **Date:**

**Campus Box #:**       **Phone:**       **E-Mail:**

**Section B: Protocol / Animal Information**

1. **IACUC Protocol # and Title:**
2. **Species to be Transported (List all):**
3. **Approximate Number of Animals, Per Transport:**
4. **Current Animal Location (Building & Room #):**
5. **Describe the purpose and need for transporting the animals:**

**Section C: Transport Information**

1. **Destination:**

**On Campus – List Building & Room #:**

**Off Campus –**

**a) Name of Receiving PI:**

**b) Institution:**      

**c) Building:**

**d) Will UT Arlington:  Retain Ownership  Transfer Ownership (See Policy for details.)**

1. **Details of New Site:** 
   1. **Length of time the animals will be housed at the new site (housing >12 hours requires separate approval as a Satellite Facility):**
   2. **Describe the disposition of animals following the housing period:**
   3. **Describe the security of the New Site (i.e., limited access, card reader locks, etc.):**
2. **Frequency:  One-Time Transport  Multiple Transports from ACF to New Site**
3. **Approximate Trip Distance:**
4. **Approximate Transport Time, Per Trip:**
5. **Approximate Time(s) of Day for Each Trip:**
6. **Method of Transport (if multiple methods apply to a transport procedure, please check all that apply):**

**Hand-Carry (Must utilize specialized carrier recommended by ACF.)  
  
 Rolling Cart (Must purchase cart or make arrangements to utilize ACF cart.)  
  
 Vehicle – please select type:  Personal Vehicle  University-Owned Vehicle**

* **Vehicles must be inspected by the IACUC before use and semi-annually thereafter,**

**for as long as transports take place.**

* **Vehicle must have temperature control.**
* **Micro-isolator caging must be utilized in vehicles.**
* **Animals cannot be placed in the trunk.**
* **Animals must be securely fastened inside the vehicle.**
* **Animals must not be left unattended in the vehicle.**
* **A direct route to the new site must be taken, with no additional stops.**
* **Only authorized protocol personnel are allowed in the vehicle during transport.**

**Other Method of Transport – Please describe:**

1. **Describe the caging, containment, and method used to prevent public visibility during transport:**

**Section D: Certification & Signature**

As Principal Investigator, I am aware that I have the ultimate responsibility for the proper care and treatment

of the laboratory animals. I agree to adhere to all federal, state and local laws and regulations governing the use of animals in teaching and research. I further assure the University of Texas at Arlington Institutional Animal Care and Use Committee (IACUC) that the transportation of these animals has been carefully planned and considered to minimize transit time and the risk of zoonoses, protect against environmental extremes,

avoid overcrowding, provide food and water when indicated, and protect against physical trauma.

I will immediately report to the IACUC or ACF Manager any adverse events or unanticipated problems experienced during transport of animals.

**PI Signature:** **Date:**