

# UNIVERSITY OF TEXAS AT ARLINGTON

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

### TRANSFER OR TRANSPORTATION OF ANIMALS SOP

#### 1. Background Information

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.

#### 2. Responsibilities

- a. It is the responsibility of the Principal Investigator (PI):
  - i. To obtain approval from the Institutional Animal Care and Use Committee (IACUC) in a protocol or amendment before transporting any animal outside of the central Animal Care Facility (ACF) or any satellite facility. **Transporting animals without proper approval by the IACUC is a violation of University policy and will be reported/documentated as an incident of non-compliance.**
  - ii. Ensure that all of the personnel responsible for transporting animals complete specialized training with the ACF Manager.
  - iii. To 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 that results in unexpected animal welfare issues (death, disease, distress, or harm), or human health risks (zoonotic disease or injuries).
- b. It is the responsibility of the IACUC (or its designee):
  - i. To 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. The IACUC may grant exemption from inspection of rental cars.
  - ii. To review and approve logistics of transfer. This includes consideration of such criteria as:
    - a) Appropriate caging, containment, and method to prevent public visibility (applies to transport of live animals in addition to transport/return/disposal of dead animals).
    - b) Method of transport (cart, vehicle, etc.), route, and times of transportation.
    - c) Care of animals at the new site.

#### 3. Procedures for transport of animals to a satellite or holding facility on UTA Campus

- a. Check-Out Procedure - Before each instance of animal transport, investigators must “check-out” the animals by entering the transport into the Log Book. Log Books can be found in both the central ACF and the satellite facility. 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.).

- b. 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.).
  - c. 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](mailto:ehsafety@uta.edu)) for specific guidance.
  - d. Length of time animals will be housed at the new site must be less than 12 hours for USDA-covered species, and 24 hours for non-USDA species. Housing for a longer period of time requires separate IACUC approval as a Satellite Facility.
  - e. PIs should contact the [ACF Manager](#) if assistance is needed.
4. Procedures for transport of animals off-site (outside UTA Campus) - Before the IACUC approves a protocol that requires sending UTA-owned animals to another institution for continued study, the IACUC must determine that the receiving institution meets the requirements to receive UTA animals. **Investigators must adhere to all procedures as detailed above for “Transport of Animals to a Satellite or Holding Facility on UTA Campus,” in addition to the following procedures:**
- a. If animal ownership is retained by UTA, the IACUC requires -
    - i. 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;
    - ii. Documentation of the receiving institution’s OLAW Assurance number covering the site where UTA animals will be housed;
    - iii. Documentation of the receiving institution’s USDA Registration number (if applicable to species) covering the site where UTA animals will be housed;
    - iv. A health report must be created in coordination with the ACF Manager and/or Veterinarian before animals can be shipped;
    - v. 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 provided to UTA; and
    - vi. The animal identification card and a copy of the animal's permanent veterinary record, if appropriate, must accompany the research animal.
  - b. If animal ownership is transferred from UTA to the Receiving Institution, the IACUC requires -
    - i. 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;
    - ii. A health report must be created in coordination with the ACF Manager and/or Veterinarian before animals can be shipped; and
    - iii. Prior to the transport of animals, the receiving Institution must confirm, in writing, to UTA’s IACUC Staff or ACF Manager, that they are willing and prepared to receive the animals.

5. Forms

[UTA IACUC Vehicle Inspection Checklist](#)