

**Arizona State University  
Institutional Animal Care and Use Committee  
STANDARD INSTITUTIONAL GUIDELINE**

**ON-CAMPUS TRANSPORT OF ANIMALS BY LABORATORY PERSONNEL**

The *Guide to the Care and Use of Laboratory Animals (Guide)* states “Careful planning for all types of transportation should occur to ensure animal safety and well-being. The process of 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.”

Moderate to large volume transfers of animals between ASU vivaria are completed using a DACT vehicle purposed for transporting animals. However, there are situations where transportation of small numbers of animals on campus by other means is warranted (e.g., movements between a vivarium and a research lab or between a vivarium and an imaging facility). The purpose of this SIG is to provide guidance on how to safely and effectively transport small non-USDA-covered species of animals on campus. On-campus movement of USDA-covered species other than by DACT personnel should be detailed in the applicable IACUC protocol.

Specific guidelines include:

1. Transportation of animals must be done in a direct and timely manner, avoiding public areas, especially during times of high foot traffic, as much as possible (e.g., whenever possible, use freight elevators rather than passenger elevators).
2. Transportation enclosure must be rigid, escape-proof, and either opaque or covered by something that is opaque (e.g., rodent cage placed within a cardboard box or a cart or rack with animal cages covered by a properly fitting sheet, which should be removed upon reaching the destination). DACT can provide opaque rodent vendor shipping boxes for transport upon request.
3. Containers with animals in them must be carried or carted in manner that there is no risk of a container being dropped, tipping, or falling off a cart. Carts used for transporting animals should have raised lips on all sides. To avoid injury to both the handler and the animals, stairs should be avoided when carrying cages or transport boxes.
4. During transport, containers should not be stacked on top of each other unless the containers are designed to not slip off another cage and to have adequate ventilation when stacked. Standard rodent cages should never be stacked. Commercial rodent shipping boxes can be stacked, but not more than three boxes high.
5. Temperature extremes (e.g., below 60F or above 90F) must be avoided when transporting animals outside. In such situations, transportation between buildings via a vehicle can be arranged in advance through DACT.
6. If the animal is to remain in the transport container for greater than 1 hour, it should be provided continuous access to food unless exempted in the IACUC protocol (e.g., pre-procedural fasting). water should be provided when the container is not actively being transported. During active

transport, water bottles should be removed or placed upside down so that they do not leak into the primary enclosure, and then the bottles place back on the cages after arriving at the desired location.

7. Animals must be transported with proper identification (e.g., cage cards) to ensure that animals do not get mixed up.
8. Transport of ABSL2 animals should be avoided but may be permitted after an appropriate process is developed in conjunction with ASU Environmental Health and Safety.

Upon completion of the transport process, cages and shipping boxes used to transport animals should be placed at the location designated by DACT vivarium staff. Cages should not be stockpiled in the lab.