

**School of Pharmacy (SOP)**  
**STANDARD OPERATING PROCEDURE**  
**Transferring Animals from the CCM to the SOP**  
**IACUC Approved 3/14/2011**

## **INTRODUCTION**

Several SOP Investigators have animal protocols that allow the transfer of live mice and/or rats from the CCM RC-1 and/or R2 facilities to the researchers' labs in the School of Pharmacy (SOP).

This Standard Operating Procedure describes the approved procedures for these transfers between buildings.

## **GUIDELINES**

All transportation of animals, including transport between buildings on campus, should be planned to minimize transit time and the risk of zoonoses, protect against environmental extremes, avoid overcrowding, and protect against physical trauma. Some transportation-related stress is inevitable, but it can be minimized by attention to those factors.

## **APPLICABILITY**

This SOP applies to all SOP labs that are authorized by the IACUC (in their IACUC approved animal protocols) to transfer mice or rats to their labs in the SOP.

## **ANIMAL CARRIERS**

- **Primary container:** The CCM maintains a supply of "Chinese food" take-out cartons in their procedure rooms.
- **Secondary Containers:** These are necessary if you will be transporting the animals outside to the SOP.
- These secondary enclosures must be ventilated and constructed of materials which must be appropriately cleaned and sanitized to prevent the spread of pathogenic organisms, animal allergens and animal wastes (e.g. plastic or rubber).

Examples:

1. Smaller plastic toolbox (Figure 1)  
These can carry up to 3 primary containers.  
Each lab must purchase and ventilate its own transfer toolbox.
2. Larger plastic storage box (Figure 2)  
These can carry up to 12 primary containers.  
Each lab must purchase and ventilate its own plastic storage box.

All containers must have air holes drilled into their walls for ventilation (Figure 3).

## **PROCEDURE**

### Animal Transport between CCM and the SOP Laboratories

**DO NOT** use the animal facility's regular polycarbonate caging to transfer animals to the SOP.

1. Bring a sanitized and empty secondary container to the CCM.  
**DO NOT** take these containers into the animal housing or procedure rooms.

For RC1 Vivarium – Take the freight elevator down to the Vivarium, and leave your secondary container in the anteroom just outside the elevator. Return to the first floor and enter the facility through the passenger elevator.

For R2 Vivarium – Take the passenger elevator to the Vivarium. Turn left, and then proceed to the opposite end of the hallway to the alcove designated for researchers' carts and other non-decontaminated equipment. Leave your secondary container here, and then proceed to your animal room.

2. In an Animal Transfer Station (ATS), place the animals into a primary container.  
A maximum of 5 adults, or a female and one litter, is permitted in one of these containers.  
Transport mice and rats in separate containers.
3. Exit the facility and place the filled cartons into your secondary container.

Remember to exercise care in handling enclosures used to transport live animals. They must not be dropped, needlessly tilted, stacked in a manner that may reasonably be expected to result in their falling, or handled in any manner that may cause physical trauma or stress to the animals.

Minimize transit time and avoid public areas if and when possible. The hallways are public areas and any movement of animals should be discrete and unobtrusive.

#### 4. **Approved Routes to the SOP**

##### **From RC1N Vivarium:**

Take the RC1N freight elevator to the first floor and proceed east to the exit located at the north east side of the loading dock. Exit the building, proceed down the ramp and then across E 19<sup>th</sup> Avenue to the south side School of Pharmacy door. Take the SOP service elevator (which is on the right as you enter through the double doors) to the lab floor and proceed to the lab.

##### **From R2 Vivarium:**

Take the R2 freight elevator to the second floor and proceed east across the bridge to RC1N. Then proceed as described above for the RC1N Vivarium. (**DO NOT** short cut through the food area on the R2 first floor.)

#### 5. **In Your Lab**

The primary containers can be used no more than one time and will be disposed of in the SOP. Do not keep animals in these transport containers for longer than two hours. Once the animals are in the lab, they should be transferred into an appropriate container to avoid the chance of a chew-out.

Disposable caging is available for this purpose from CCM for a fee (sold at cost).

If animals will be in the laboratory for more than 2 hours, food and water must be provided.

Remember animals cannot be housed in a laboratory for more than 12 hours unless special permission has been obtained from the IACUC.

#### **REFERENCES**

University of Colorado Denver Policy on Animal Transportation. University of Colorado Denver, Institutional Animal Care and Use Committee. May 11, 2009.  
Animal Welfare Act and Animal Welfare Regulations.  
Public Health Service Policy on Humane Care and Use of Laboratory Animals.  
Guide for the Care and Use of Laboratory Animals.

Figure 1. Smaller plastic toolbox for secondary containment



Figure 2. Larger covered plastic bin for secondary containment



Figure 3. The plastic containers are ventilated with air holes

