

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURE
for
TRANSPORTATION

- 1.0 Purpose:
This procedure states who is responsible for transportation and how to arrange for transportation.
- 2.0 Scope:
This procedure applies to all personnel requesting transportation.
- 3.0 Procedure:
 - 3.1 Transportation is a function of the General Mechanic.
 - 3.2 All transportation needs must be coordinated through the Facility Manager or General Mechanic.
 - 3.3 Transportation requests should be restricted to Thursday as much as possible.
 - 3.4 Transportation should be coordinated for efficiency and timeliness. Before leaving, the driver should check with the office to see if there are any envelopes, other deliveries or pickups to be made at the same time.
 - 3.5 When animals are to be transferred between sites, an Animal Movement Request or USDA forms must be completed in advance. No animals will be transported without the appropriate forms.
 - 3.6 All requests to move animals, particularly the larger species, must be discussed with the Facility Manager to make sure that there is space available and an approved IACUC number on file.
 - 3.7 When the driver is not available, and only in extreme emergencies, the Facility Manager will serve as back-up driver.
 - 3.8 All transportation needs must be planned in advance to avoid unnecessary runs.
 - 3.9 Scheduling should be coordinated with the General Mechanic.
 - 3.10 A Driver's Daily Log sheet in the truck must be completed for each transportation run.