

COMPARATIVE MEDICINE  
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURE  
for  
TRANSFER OF ANIMALS TO/FROM UB/RPCI

- 1.0 Purpose:  
This procedure details steps to be taken to transport animals between CMLAF at UB and Roswell Park Cancer Institute.
- 2.0 Scope:  
This procedure applies to all CMLAF and Roswell Park Cancer Institute personnel involved with animal shipping/receiving.
- 3.0 Procedure:
  - 3.1 The following information is required prior to transfer of animals:
    - A. The most recent health surveillance report must be submitted to the veterinarian at the RECEIVING institution and be approved prior to shipment.
    - B. Information on current housing systems and health surveillance program should be included with the above documents.
    - C. Required housing arrangements (microisolator, barrier, conventional) must be arranged prior to shipping with manager at the receiving institution.
  - 3.2 Approval of transfer by the responsible individual at each institution.
    - A. At RPCI this would be either the facility veterinarian or manager.
    - B. At UB this would be either the facility veterinarian or manager.
  - 3.3 Paperwork required for transport:
    - A. A completed Special Arrangements Form must be submitted to the purchasing agent at CMLAF-UB prior to the arrival of the animals.
    - B. The IACUC protocol must have been approved for the addition of any new animal.
    - C. Authorization paperwork should be shipped with the animal.
    - D. An Animal Movement Request form is also completed and submitted to the CMLAF purchasing agent. Both forms are available from the CMLAF office.
  - 3.4 Method of transport:
    - A. Transportation should be consistent with USDA regulations for shipment of live animals.
    - B. The shipping container should be appropriate for the species being transported. Rats and mice should be transported in secure rodent shipping containers.
    - C. Transport may be provided by individuals from either institution. The vehicle must be temperature controlled.

D. Refer to SOPs 1.D.1 and 1.D.2.

3.5 Receiving animals:

A. Animals should be delivered to animal care personnel in designated animal receiving areas at each institute.

B. Animals must be immediately placed in quarantine on arrival.

1. The veterinarian at CMLAF will mandate any additional testing during quarantine if required.