

614 - Research Animal Transport (4/13/04)

- A. PURPOSE:** To standardize the animal transportation practices of vendors, contractors, researchers, technicians, and animal care and delivery personnel, and to minimize contact between research animals and visitors, patients, and employees.
- B. BACKGROUND:** In Building 10, the NIH Clinical Center, scientists are provided research resources across a wide spectrum---ranging from a research hospital to basic biomedical research laboratories. In such facilities, laboratory animals constitute an important resource. However, the commingling of laboratory animals with patients, visitors, or employees presents concerns and should be minimized.

The following areas in Building 10 include animal facilities:

- (1) Clinic Tower and B2B Animal Facilities, with centralized support services on the B2 level;
- (2) In Vivo NMR Research Center;
- (3) Satellite rooms--there are a few approved, specialized, satellite rooms.

- C. ISSUING OFFICE:** CC Deputy Director for Management and Operations. For additional information on the policy, contact CC veterinarian, 301-435-5304, Building 10, Room 1N320 (8/00). For other questions about this manual, contact the manual coordinator: (8/00) Linda Silversmith, 301-435-8792, or mailto:APM_coordinator@nih.gov

D. REFERENCES:

1. Regulations of the Joint Commission on Accreditation of Healthcare Organizations [JCAHO contact information is available at <http://www.jcaho.org>]
2. NIH Guide for the Care and Use of Laboratory Animals, ILAR/NRC, National Academy Press, Washington, D.C. (revised 1996) [<http://www.nap.edu/readingroom/books/labrats>]
3. NIH Manual, chapter 3040-2, Animal care and use in the intramural program [<http://oacu.od.nih.gov/NIHpolicy/3040-2.pdf>]. Particularly note section G, Transportation of Animals, which indicates that "Transportation of experimental animals on NIH property, either between or within buildings or facilities, to or from commercial carriers, or in any other manner shall be in accordance with NIH-ARAC Guidelines."
4. ARAC Guidelines: <http://oacu.od.nih.gov/ARAC/index.htm>
5. NIH Manual chapter 3043-1, Introduction of Rodents and Rodent Products, available at [<http://oacu.od.nih.gov/NIHpolicy/3043-1.pdf>].
6. NIH Animal Transportation Guidelines, February 1999 [<http://oacu.od.nih.gov/ARAC/FinalAnimalTransport0204.pdf>]
7. CDC/NIH Biosafety Guidelines [<http://bmbi.od.nih.gov>]
8. Additional references can be found on the webpage of the NIH Office of Animal Care and Use: <http://oacu.od.nih.gov>.

E. DEFINITIONS: none

[See chapter 107 of this manual for a glossary of abbreviations and acronyms.]

F. RESPONSIBILITIES: Individuals responsible for implementing this policy include the CC deputy director for management and operations; director, Office of Animal Care and Use, OIR; director, Veterinary Resources Program, ORS; the institutes' scientific directors; the institutes' veterinarians; all animal facility managers.

These individuals should ensure that all NIH employees, vendors, contractors, and researchers who move animals into and/or throughout the CC are familiar with this policy and its procedures.

G. POLICY: All animal transportation throughout the Clinical Center (excluding Building 10A) will be accomplished in a safe, clean manner and in a manner that minimizes visibility.

H. PROCEDURES: Containment During Animal Transport. Containment should provide adequate ventilation for the animals, while minimizing visualization.

Animal-specific types of acceptable containment include the following:

- (1) Rodents and rabbits: ventilated cardboard boxes,
- (2) Dogs, pigs, and nonhuman primates: draped metal transport cages or durable, ventilated, plastic containers, and
- (3) Cats: draped, disposable or reusable, sanitizable carriers.

Deliveries into Building 10. All research animals entering Building 10 animal facilities must be from an NIH-approved source. The alternate procedure for introducing animals from non-NIH approved sources, which requires advance approval, is found in the NIH Manual, chapter 3043-1, Introduction of Rodents and Rodent Products [which can be found at the same-name website 3043-1 - Introduction of Rodents and Rodent Products]. For additional information, call the Veterinary Resources Program (in the NIH Office of Research Services) at 301-496-3347.

Animals are delivered to the B2 Loading Dock unless going to one of the following:

(1) Department of Nuclear Medicine

Animals are transported to the first floor Positron Emission Tomography Suite (PET) from outside the NW corner of Building 10 via stairwell #19.

(2) In-Vivo-NMR Research Center

Use the southwest, B1 entrance.

After hours: Special arrangements must be made for security reasons. (Contact 301-496-5685, Police Dispatcher).

AVOID PUBLIC AREAS such as elevators marked "not for animals", cafeterias, patient care areas, lobbies, bank, stores, and the main entrance.

Animal Delivery:

- (1) VRP-service: This service pertains to rodents and rabbits purchased through the VRP Ordering and Contracting Unit. Animals are brought to the 10/B2 Animal Receiving Room and are

distributed by VRP personnel.

(2) Vendors and Contractors: When transporting large numbers of animals from the B2 level for distribution, use Elevator 8, 9, 16, or 25, depending on destination. Elevator 25 is restricted for the Clinic Tower Animal Facility. Elevators 8 and 9 serve the east half of the building. Elevator 16 serves the west half of the building. Use the B2 north corridor to gain access to the west half of the building. Avoid using the north corridor on other floors.

Researchers:

10A: The 10A elevators will not be available for vertical transportation of animals. Animals are to be transported laterally from the floor on which they are housed onto the D corridor of Building 10. Avoid movement from west to east along the second floor north corridor (see also "2nd Floor" in the "Areas Restricted" section below). From 10A floors 2, 3, and 4, use Elevator 16 to move to other floors.

Department of Nuclear Medicine: PET animals entering stairwell #19 to the first floor proceed along the back offices. (Call 301-496-5675 for assistance.)

Radiation Oncology: From the B2 North Corridor, take Elevator 8 or 9 to the B3 level. Follow the B Corridor to Radiation Oncology.

Others: To move small numbers of animals in appropriate containers, either hand carried or on stainless steel carts, from animal housing areas to research laboratories, use Elevator 21 serving the east tower, Elevator 28 serving the Clinic Tower, or Elevator 38 serving the west tower. Personnel are not to use Elevator 25 for movement of animals from one floor to another.

Areas Restricted from General Animal Transport (B1, 1, 2, &10)

1st Floor: Animals must not be moved through the 1st floor of Building 10 unless they are being taken to imaging equipment in the Diagnostic Radiology or Nuclear Medicine Departments (following the schedule and traffic pattern preapproved by the department head) and comply with all containment requirements.

2nd Floor: The presence of ICUs, a bone marrow transplant unit, and surgery suites near Building 10A on the 2nd floor makes it imperative that personnel transporting animals restrict travel beyond Elevator 16 along the north corridor to animals leaving 10A that are destined to second floor laboratories.

10th Floor: The south end of the D corridor on the 10th floor is an ICU.

EXCEPTION AUTHORIZATION

Temporary exceptions to this policy may be granted by the deputy director for management and operations, CC, in consultation with the CC veterinarian, CC safety officer, and institute veterinarian. The director, Office of Animal Care and Use, may grant exceptions when activities are beyond the jurisdiction of the Clinical Center (e.g., the NHLBI in-vivo-NMR center and the 10A animal facility administered by the Veterinary Research Program).

I. DATE LAST UPDATED: 4/13/04

Clinical Center

