1 PURPOSE

This Standard Operating Procedure (SOP) outlines procedures for animal transportation, relocation and reassignment, to ensure accountability of animals with regards to source, assignment, use and health status. This SOP applies to all animals housed in the Life Science Research Building.

2 CONSIDERATIONS

2.1 Animal should be housed in facilities dedicated to or assigned for the purpose of animal holding, not in laboratories merely for convenience
   2.1.1 Procedures are, preferably, performed in an area dedicated for animal use
   2.1.2 If animals must be maintained in a laboratory to satisfy the scientific aims of a protocol, that space should be appropriate to house and care for the animals and its use limited to the period during which it is required

2.2 Measures should be taken to minimize occupational hazards related to exposure to animals both in research area and during transport to and from the area.

2.3 If there is a potential change in health status, animals may need to be housed differently upon return, this will be communicated to the research personnel by the Veterinarian

2.4 Animal Care Committee (ACC) approval is required for all animal use that occurs outside the vivarium.

2.5 The ACC, at a minimum on an annual basis, must inspect areas in which animals will be used outside of the vivarium.

3 PROCEDURE

3.1 All transportation of animals, outside the animal facility should occur only when essential.

3.2 Transfer of animals to another animal holding room requires approval from the ACVS Director.
   3.2.1 A reassignment becomes effective on the date of the transfer and all animal per diems, identifying cards and inventories are changed to reflect this reassignment.

3.3 Any special housing information for experimental design (i.e. Reverse light cycle, restricted access times, etc.) should be communicated during this time

3.4 When animal procedures must be performed outside the animal holding area:
   3.4.1 Animals must be handled in the same way they would be in the animal facility (e.g. appropriate PPE and containment devices)
   3.4.2 Non-essential employees must not be present.
3.4.3 Equipment must be disinfected between animals

3.4.4 After procedures have been performed, countertops and equipment in the procedure area must be thoroughly cleaned and disinfected.

3.4.5 Floor in areas where animal procedures are performed must be swept and mopped once daily. Refer to SOP Procedure Room Maintenance.

3.4.5.1 Cleaning activities should be recorded on the log sheet

3.4.6 Procedures carried out on animals should be recorded on the cage card or a schedule provided to ACVS to maintain at a room level.

3.4.7 Upon completion return animals to their housing room (or new room if required by the veterinarian) and record the information on the Animal Accounting sheet (Appendix 1)

3.4.8 Cages must be promptly returned to the animal facility for processing

3.5 Short-term Animal Use Outside the Vivarium (less than 24 hours)

3.5.1 Animal use areas outside the vivarium must be approved by the ACC, hence listed on the AUP and are subject to ACC inspection

3.5.1.1 Inspection of short-term animal use areas will occur annually, as part of the ACC program review process or anytime at the ACC’s discretion. See Carleton University Post Approval Monitoring Program.

3.5.2 Short-term animal use areas may be described in the original AUP or added to a protocol via an amendment

3.5.3 When animals are removed from the holding room, this needs to be recorded on the Animal Accounting sheet. Under “comments” indicate the room number the animals will be located.

3.5.4 The following standards must be met when animals are taken to short-term animal use areas outside of the vivarium:

• At least one research team member, listed on the AUP, needs to be available to monitor the animals during each stay in the laboratory.
• A daily monitoring checklist needs to be completed and be reviewed by an ACVS staff member.
• Animal use areas in the laboratory should be designated by signage stating that animals are used in the area
• The animal use area should be separate from other activities and must be clean and uncluttered. It is strongly recommended that the animal use area be in a room that is locked, or not visible to the public and non-research personnel
• All surfaces used for work with animals must be sanitizable, i.e. must be smooth and sealed with the ability to be sanitized between groups of animals.
• No storage of on-essential equipment is allowed in the area.
If volatile anesthetics are used, they should be in a fume hood or with proper waste gas anesthetic scavenging equipment in operation.

The extended stay should be clearly stated and justified in the ACC protocol.

Each area to be used for extended animal procedures outside the vivarium requires inspection by a member of the ACC and Veterinarian to determine if the area meets CCAC and OMAFRA standards.

Arrangements must be made by the research staff to obtain cages, provide food, water and health checks and to implement a documented monitoring plan with ACVS if required.

### 3.6 Housing or Use of Animals Outside the Vivarium (24 hours or longer)

3.6.1 All requirements listed above for Short Term Use must be met when housing animals outside the vivarium for periods longer than 24 hours.

3.6.2 ACVS needs to be notified if animals are removed for more than 24 hours to ensure the appropriate parameters are monitored, documentation is completed (Appendix 2) and arrangements for monitoring can be made.

3.6.2.1 Animal care needs to be the responsibility of Animal Care and Veterinary Services (ACVS) whose primary goal is animal health

3.6.2.2 Some animal care may be entrusted to well-trained students yet ACVS must always oversee animal care provided by members of research teams.

3.6.3 In addition to the requirements listed above for Short and extended-term housing, the following must be met:

- The area must be dedicated for animal housing and related animal procedures. Unrelated equipment and activities are not allowed in the area
- The animal housing area, caging, bedding, feed, water and all other husbandry and environmental conditions must meet CCAC standards and assure the health and well being of the animals.
  - The ACC may approve exception to the standards based upon justification provided in the Animal Use Protocol.
- Environmental parameters must be reviewed and approved by the ACC prior to housing animals in the long-term housing area. These parameters include lighting, temperature, humidity, air exchange rates, vermin control and security to limit access only to authorized personnel.
- Cleaning and sanitization of work surfaces and caging and all husbandry procedures (e.g. bedding changes, feeding, watering etc.) must occur as per standard operating procedures unless an exception is granted by the ACC and documented in the AUP.
  - Husbandry procedures, along with room temperature and humidity readings must be documented daily on a log sheet that is available through ACVS and the ACC.
- Animals must be observed on a daily basis, including weekends and holidays.
- Clean the experimental area between each cohort of animals or after the study completion.
Consult ACVS if assistance is required

3.7 Transporting Animals Within LSRB

3.7.1 Collect animals and record information on the door sheet

3.7.2 If transporting 1-2 cages, hand carry is acceptable. No more than two cages may be hand-carried at any one time. If transporting more than two cages, a transport cart should be used.

3.7.2.1 Ensure that all water bottles are inverted to prevent spilling

3.7.2.2 All cages must have a filter top lid to minimize exposure to pathogens and allergens.

3.7.3 Animals should be transported directly to the experimental area and housed appropriately

3.7.4 If an animal escapes during transit, attempt to recover the animal or restrict it and contact ACVS

4 SAFETY

4.1 Be aware at all times when moving through laboratory areas that there is a risk of exposure to animals and personnel of allergens and pathogens, do not take animals anywhere that is not necessary

4.2 Contact x4444 if injured and inform the supervisor

5 REFERENCES

SOP ANC-02 Rodent Husbandry

SOP OHS-03 Personal Protective Equipment Requirements

SOP VET-04 Reporting Sick Animals


Carleton University Post Approval Monitoring Program


## APPENDIX 2: DAILY CHECK SHEET FOR ANIMALS HOUSED IN LABORATORIES

|               | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Comments |
|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--------|
| Daily         |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Time checked  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Health/Visual Check Animals |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Food & Water Check |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Temperature   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Humidity      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Surfaces disinfected |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Room swept & Mopped |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Check/Empty Garbage |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| # Cage Changes |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| # of water bottles changed |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| Wipe down all surfaces |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |
| ACVS Check initial |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |