



Standard Operating Procedure (SOP)

Title: Rodent Transport Procedure	SOP No. SAIL-SOP-01
	Version No. 02
	Effective Date: July 28, 2017
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Distribution

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1. Purpose

To describe the proper procedure for transporting rodents between the SAIL facility and other animal housing locations external to the SAIL facility.

2. Scope

Applicable to all rodents transported to and from the SAIL facility.

3. Responsibility

To be followed by trained laboratory personnel. It is the responsibility of the study's Principal Investigator(s) and/or his/her designate(s) to ensure compliance with this procedure. The SAIL manager and/or his/her designate and the ARD Director and/or his/her designate must be informed of transport prior to animals entering or leaving the SAIL facility.

4. Materials

- Clean cage
- Clean opaque transport bag
- Insulated transport bag (for outdoor transport in cold temperatures)
- Clean water bottle, Hydropac or Hydrogel hydrating replacement
- Personal Protective Equipment (PPE)

5. Procedure

5.1 Transport of animals within SAIL facility

- 5.1.1 Make sure sufficient food and water source (water bottle, Hydropac or Hydrogel) is provided for any study that will exceed 2 hours. Cages should not be left disconnected from the ventilation system exceeding 2 hours otherwise they should be placed on mobile ventilated racks.
- 5.1.2 Take the cage from the SAIL short-term housing room and bring it to the desired location. Avoid making loud noises and vibration during transport.
- 5.1.3 The animal handling area at the destination must be disinfected before animals are manipulated to avoid risk of cross-contamination.

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- 5.1.4 Cages must not be opened in the presence of other animals in order to prevent contact and risk of cross-contamination and all necessary PPE must be worn.
- 5.1.5 Following the study specific procedure(s), animals are returned in the SAIL short-term animal housing room (see SAIL-SOP-02: Animal management).

5.2 Transport of animals between SAIL facility and Glen animal facility

- 5.2.1 All animal use in the SAIL facility must have been previously approved in the Animal Use Protocol (AUP).
- 5.2.2 All animal transport within the Glen facility must be previously approved by the Animal Resources Division (ARD) by contacting ard.transfers@muhc.mcgill.ca and complete the Internal Rodent Transfer Form.
- 5.2.3 Place animals in a clean cage. Food and water source (Hydrogel) must be provided for any study that will exceed 2 hours including transport time.
- 5.2.4 Avoid making loud noises, vibration at all times. **Always** transport animals to the destination by the fastest, least stressful, most humane route possible.
- 5.2.5 The animal handling area at the destination must be disinfected before animals are manipulated to avoid risk of cross-contamination.
- 5.2.6 Cages must not be opened in the presence of other animals in order to prevent contact and risk of cross-contamination and all necessary PPE must be worn.
- 5.2.7 Following the study specific procedure(s), animals are housed in SAIL housing rooms (see SAIL-SOP-02: Animal management). If animals were previously housed in Containment Level 2 (CL2) Glen housing rooms, return them to their original animal housing room by the least stressful route possible.

5.3 Transport of animals between SAIL facility and a facility outside of the Glen facility

- 5.3.1 All animal transport outside of the Glen facility must be previously approved by the Animal Resources Division (ARD) by contacting ard.transfers@muhc.mcgill.ca and by completing the appropriate forms.

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6. References

SAIL-SOP-02: Animal management

OP-13.00 Personal Protective Equipment, Circulation, and Work in the Glen Containment Level 2 (CL2)

7. Appendices

None

