



INDIANA UNIVERSITY

LABORATORY ANIMAL RESOURCE CENTER (LARC)

School of Medicine

GUIDELINES FOR ON CAMPUS ANIMAL TRANSPORTATION

PIs or their staff may not take animals outside to other buildings. Animals may be taken to the PI lab from the LARC housing facility when specialized equipment is needed and the buildings are connected by underground tunnel.

Currently the Medical Science, Medical Library, Research II, III, & IV (CRI) buildings are connected by tunnel. At all times when cages are in transit they must be covered by drapes. These are provided at the exits of the LARC facilities. The freight elevators should be used for animal transports instead of the passenger elevators to avoid exposing the general public to animal allergens.

To have animals moved from campus animal facilities to other campus buildings not connected by tunnels, transportation should be requested via <https://www.sharepoint.iu.edu/sites/IUSM-LARC/transfers/SitePages/Home.aspx>. Transportation of animals is provided during normal business hours of 7:30 AM to 4:00 PM M-F. Transportation is not available on the weekends or holidays.

These requests must be received by 10 AM the day before transportation is needed. All fields on the request form must be filled in before it will be approved.

A person must be available at the delivery site to accept responsibility for the animals. If no one is present the animals will be taken back to their housing facility.

The only exception to the above is if the protocol requires the use of the CT scanner at University Hospital. The PI staff working with the CT scanner personnel may move their own cages. These transports always occur after normal work hours when contact with the public is minimized.

Rodents will be provided with wet feed on the bottom of cages as a water source for transportation. Unless specifically requested, water bottles will not be sent with the animals. Special requests can be noted on the transportation request i.e. please send water bottles, etc....

Biohazardous (BH) mouse cages are transported inside a rat cage with a filter top. BH materials (cages, carcasses) must be double bagged and taped closed. If water bottles were used, the water must be emptied into a designated area, the stopper removed and the components placed into the rat cage for return. This procedure must be followed by lab personnel who move the animals via tunnel or LARC's transportation service. BH rat cages are to be double bagged with BH bags before transport.

Overnight housing in a PI lab without prior protocol approval is a non-compliance event. In an emergency situation, the on call veterinarian may make an exception on a case by case basis.

10/18/2012