



OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	611	On Campus Transfer of Animals	Revision #:	0
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PURPOSE

These procedures are to define the process by which animals will be transferred within and between campus facilities, the process that investigators use to request such transfers, and the role and responsibility that OLAC has in processing the transfer of animals.

SCOPE

These procedures cover all facilities within the University of California – Berkeley campus including satellite facilities.

RESPONSIBILITY

It is the responsibility of all OLAC personnel involved in the transfer of animals to read and understand the SOP and demonstrate proficiency in performing these duties and processes.

DEFINITIONS/ACRONYMS

- Animal Transfer: The movement of investigator animals within and between housing facilities this is to include: PI to PI within the same rooms, rack to rack within the same room, or different housing rooms, between rooms within a suite, between suites, or between buildings.
- OLAC: Office of Laboratory Animal Care
- AT: Animal Technician (includes Senior Animal Technicians and Principle Animal Technicians)
- PI: Principal Investigator

Last Updated: 1/29/19

PROCEDURE**1. Requests:**

- a. Go online to the OLAC website: <https://www.olac.berkeley.edu/forms>
- b. Fill out the "Transfer Request" form (See Appendix for Example).
- c. Submit completed online submission forms directly to Animal Procurement.
 - i. All transfers require *at least* 3 business days' notice.
 - ii. Note: campus holidays and weekends do not constitute "business days."
- d. Animal Procurement:
 - i. Enter information into OASIS transfer log.
 - ii. Send email indicating the receipt of the transfer request and the transfer number to the PI, sender, and to the receiver, if different.

2. Pre-transfer:

- a. PI's Responsibility: Label all cages to be transferred using a green transfer sticky note.
 - i. Complete all requested information on the sticky note.
 - ii. Any inconsistencies found between the sticky note, the cages, and the animal transfer request, will result in the delay or failure of the completing the transfer.
 - iii. Contact Animal Procurement (510-642-4613) directly to have corrections made to the requests and the lab must correct the sticky note appropriately.
- b. OLAC Staff's Responsibility:
 - i. Check transfer log daily for outgoing and/or incoming transfers.
 - ii. Should there be question(s) or confusion about transfers, communication will occur between facilities, animal procurement and the requesting lab to address these questions.
 - iii. Verify that the requisition number, number of animals and numbers of cages matches the transfer request form.
 - iv. Confirm that all information on the sticky note is the same as on the transfer log sent by animal procurement.
 - v. Print the transfer request form from the OASIS website and take the transfer request form to the animal housing room.
 - vi. Verify the correct PI, room, number of cages, and total number of animals for the transfer
 1. If number of cages or number of animals do not match the paperwork, get clarification from the requesting lab.
 2. Update the transfer paperwork to reflect appropriate changes.
 - vii. Visually assess animals to confirm normal health status prior to pulling animals out of the housing room on the day of the transfer.
 1. Do not transfer unhealthy animals.
 2. Notify vet staff if a health issue is noted during pre-transfer health check, and place the transfer on hold until the sick animal has been assessed.
 - viii. Verify the movement of a dam and litter with facility supervisor, animal procurement and the requesting lab.

3. Transfer Within the Same Vivarium:

- a. For the purposes of transfer, animal housing facilities are considered to be the “same” if they are within the same building or are connected by indoor hallways.
- b. Confirm transfer information as described above.
- c. Pull animals and stage in pick up location.
- d. Note the relevant changes on the census sheet.
- e. Large animals: Transport in covered carriers that are appropriately sized for the species.
- f. Rodents:
 - i. Option 1:
 - 1. Tape cages waiting to be transferred closed.
 - 2. Leave water bottles in the standard position.
 - ii. Option 2:
 - 1. Transfer rodents in disposable opaque transfer containers.
 - 2. Use these containers only if animals will be in them for less than 4 hours.
- g. Place animals on a cart during transport if more than one cage of animals is being transferred.
- h. Adjust the census sheet accordingly once animals are placed in the new housing room.
- i. Receive animals into OASIS as described below:
 - i. Go to the OLAC website: Receiving > Delivery log > Animal Transfer
 - ii. Click on Order ID.
 - iii. Verify number of cages and number of animals matches with transfer form.
 - 1. If transfer form has been edited by outgoing facility, update the species count and/or the cage tank count.
 - iv. Complete Transfer Delivered and Received by section.
 - v. Fill in delivery date.
 - vi. Select Cage Type and Sex.
 - vii. Print cage cards.
- j. Print new cage cards and place on cages.

4. Transfer Between Vivaria:

- a. For the purposes of transfer, animal housing facilities are considered to be the “same” if they are within the same building or are connected by indoor hallways.
- b. Confirm transfer information as described above.
- c. Pull animals and stage according to sending facility by 9:00 AM for transfer.
- d. Note the relevant changes on the census sheet.
- e. Rabbits:
 - i. Transport rabbits in covered carriers that are appropriately sized for the species.
 - ii. Line carrier with clean towel (cloth or paper) or absorbent bedding to absorb any urine and prevent animals from becoming wet.
 - iii. Cover animal carriers at all times with an opaque cover (such as a black plastic bag or towel) when transport container is outside facility or vehicle.
 - iv. Remove opaque material while carrier is inside vehicle to allow adequate ventilation.
- f. Rodents:
 - i. Option 1:
 - 1. Tape cages waiting to be transferred closed.

2. Leave water bottles in the standard position.
 - ii. Option 2:
 1. Transfer rodents in disposable opaque transfer containers.
 2. Use these containers only if animals will be in them for less than 4 hours.
 - g. Place cages or transport containers into opaque secondary containers for transport.
 - h. While loading cages into secondary containment, the water bottles will be fixed in a "non-leak" position by removing it from the cage and placing it bottom side down in the holder in order to prevent flooding of cages during transfer.
 - i. Transfer animals in an ACUC inspected, approved, and climate-controlled vehicle.
 - j. Utilize heater or air conditioner to maintain temperature between 60-80°F.
 - k. Load secondary containers and secure in the approved vehicle.
 - l. Once at the new facility, the animals will be taken to the receiving area.
 - m. Remove animals from secondary containment and transfer to a clean cage setup.
 - n. Receive animals into OASIS as described above.
 - o. Retain all original cage cards behind newly generated cage card.
 - p. Complete by close of business on the day of receipt.
 - q. Bring animals to the new housing room.
 - r. Adjust the census sheet accordingly.
 - s. Retain transfer sticky note on the cage until the investigator removes them.
 - t. Inventory all transferred caging throughout the week and return back to the sending facility.
5. Sentinel Rodents:
- a. Notify the QA/QC coordinator and veterinarian overseeing the Rodent Health Surveillance Program prior to transfer of animals if large numbers of cages (>20 cages) are being transferred.
 - b. The veterinarian will determine whether the sentinel rodents will be transported along with the group or if sentinels will be sacrificed for diagnostic infectious disease testing prior to transfer.

REFERENCE DOCUMENTS

- SOP 610-OLAC Transport Vehicle: Use, Cleaning, and Maintenance
- ACUC Animal Transportation Guideline

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)

Transfer Request Example

TRANSFER		Scheduled Date	Order Date
Transfer Type		Scheduled Date	Order Date
<input type="radio"/> Same PI <input type="radio"/> Quarantine <input checked="" type="radio"/> PI to PI		01/09/2019	01/08/2019
PI			
Transfer From		Transfer To	
PI:	Lawson, Greg ▼	PI:	Lawson, Greg ▼
Protocol:	AUP-2017-05-9950-Lawson,Greg ▼	Protocol:	AUP-2015-02-7236-Lawson,Greg ▼
Account:	(ACC5005623) 1-55017-67320-26575-43--JRPHEM ▼	Account:	(ACC5005623) 1-55017-67320-26575-43--JRPHEM ▼
<input checked="" type="radio"/> PI receiving animals pays transfer fee if transfer subject to charge <input type="radio"/> PI giving animals pays transfer fee if transfer subject to charge			
LOCATION			
Transfer from Location:		Transfer to Location:	
LSA6/672F ▼		NAFB/122F ▼	
ITEM			
Species Strain:		Species Count:	Cage/Tank Count:
mouse, laboratory:c57bl/6 ▼		15	7
Vendor: --Select Vendor-- ▼			
REQUESTOR			
Name	E-Mail	Phone	Fax
Kris Jones	krisjones@berkeley.edu	3-8740	
Notify Email List			
COMMENTS			
<div> </div>			
<div> B I S U L [List Icons] Styles - Format - </div>			
Empty comment box			
VERIFICATION			
Transfer Delivered Received By: Steve Delivery Date: 01/09/2019			