

University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure

Title: Transporting Laboratory Animals for Imaging Studies at the Small Animal Imaging Facility

SOP Number: 4.01 **Revision Number:** 3

Effective Date: August 11, 2005 **Page** 1 of 4

Review Date: December 15, 2005

Approval: _____

Co-Director Co-Director

- I. Purpose:** This policy describes procedures, which must be followed when transporting laboratory animals within buildings on the Philadelphia campus of the University of Pennsylvania. The purpose of this policy is detail the proper procedure for transporting and moving animals for imaging studies at the Small Animal Imaging Facility (SAIF). Adherence to the procedures will reduce the potential exposure to possible allergens and zoonotic diseases to persons in public areas and SAIF.
- II. Responsibilities and Scope:** All principal investigators (PI) are responsible for being familiar with this policy and assuring that their staff/ technicians adhere to it when transporting laboratory animals in public areas. In addition, all animal researchers who are involved in imaging studies at the SAIF are responsible for reading and following this SOP.
- III. Definitions:**
- A. High Risk Animals-**Animals, which are at relatively high risk of carrying potentially zoonotic disease. This category includes any animal known or suspected to be infected with human pathogens (xenographic mice, nonhuman primates and sheep).
 - B. Filtered Transport Cages-**Any container used to confine the animal and which prevents animal excrement and non-filtered air from leaving the cage.
 - C. Transport cage-**Any container used to confine animals during transport.
 - D. Public Areas-**Any area outside of the animal facility or the laboratory in which the animal is used.

IV. Procedures:

- A. Prior to the transfer of animals from Penn animal housing facilities to the Small Animal Imaging Facility, the Principal Investigator (P.I.) must sign up for a time slot to use the animal preparation room. When the longitudinal imaging studies are performed at the SAIF, all live animals must be transferred to the SAIF/ULAR housing facilities adjacent to the imaging centers (JMB100, SCTR 1) instead of being returned to their primary housing facility. (refer to SOP # 4.03).
- B. Go to the website (<http://cfn.upenn.edu/calendar/>), and sign up for use of the animal preparation room. In the form, click on the “Resource”, then click on “Prep room 5”. Write down the following in “Comment” field.
 - 1. Users’ names
 - 2. Strains and numbers of the experimental animals
 - 3. The primary room numbers at the Penn-Animal Facility
 - 4. The disposition of the animals after imaging studies
- C. When the longitudinal imaging studies are performed at the SAIF, PI must follow the guideline for the transfer of mice to the 5th Richards (room #509) animal imaging holding area for the imaging studies at the SAIF (refer to SOP #4.03).
- D. The departmental official (refer to SOP # 6.01) will have the authority to supervise or examine all research activities during all animal imaging studies performed by the P.I. and his associates/ assistants.
- E. **Sanitation**-When any body fluids (blood, urine, saliva), feces, or cage litter contacts any surface outside the cage, it must immediately be picked up and the area cleaned and sanitized with an appropriate sanitizing agent.
- F. **Caging Requirements**-Any “high risk” animal transported in a corridor outside the animal facility must be transported in a filtered transport cage. All animals must be confined in transport cages while en route.
- G. **Routing**-The animals must be transported over the most expeditious route available. In selecting the route, care should be taken to utilize the least congested areas.

V. Directions:

None

VI. Safety Considerations:

- A. ~~Animals must be transported over the most expeditious route available while the utilizing the least congested areas.~~
- B. Live animals must be transported in covered containers and not visible to patients, visitors and staff. This serves to reduce the public exposure to allergens and other health risks. It also reduces the stress to the animals. SOP #4.01-Transporting Laboratory Animals for Imaging Studies at the SAIF Page 3 of 4

- C. Public passenger elevators should be avoided if and when possible (Freight elevators are preferred). Hallways are public and as such any movement of animals to a lab in these areas should be discrete and unobtrusive.
- D. Drape cart with a cloth to ensure animals and cages are shielded from public view.
- E. **Transporting animals implanted with human tumor cells from the animal facility must be in accordance with the following guidelines:**
1. Animals should be transported in filter-top cages on appropriate carts. Ensure that the lids are secure (use tape to attach lid to the cage).
 2. The cages must be placed in a second rigid, sealed, watertight container and transported on a cart with sides. Sufficient absorbent should be added to the second container to soak up contents in case of leakage.
 3. Whenever possible, place cages on the second lower tiers of the cart, and leave the top shelf to support the weight of drape.
 4. Avoid stacking cages, since it decreases air circulation through the filter tops and leads to instability on the cart.
 5. For a single animal cage, place the cage inside a separate container. Then, drape the container with an opaque cloth and carry the container by hand (under the arm) from the Penn animal facilities to the Founders Basement-MRI animal preparation room for imaging studies.
 6. Containers, cages, carts, etc. must be wiped down with an appropriate disinfectant and appropriate decontaminant. Disposal protocols for all infectious materials must be followed.
 7. Ensure that appropriate precautions are taken when handling animal blood and body fluids, by wearing latex gloves. For cleaning areas contaminated by blood and body fluids, we recommend using sodium hypochlorite (bleach) in a 1:10 dilute solution (one part bleach to nine parts water) or virucidal agents to clean contaminated environmental surfaces.

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VII. References: [SOP #4.01 Transporting Laboratory Animals for Imaging Studies at the SAIF](#)

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- A. Guideline #16 (6/23/99): Penn-IACUC Guideline for Transportation of Laboratory Animals- Philadelphia Campus
- B. Penn-ULAR-SOP # 4.21. ~~Transport of Laboratory Rodents-Philadelphia Campus~~ (updated version is available as of July 19, 2005). SOP Number: 4.20 Transportation of Laboratory Animals-UPenn Main Campus (effective date January 12, 2009)

VIII. Attachments:

None

IX. Document History:

Version

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- 1 August 11, 2005 I. Lee New
- 2 September 8, 2005 I. Lee Revised
- 3 November 10, 2005 I. Lee Revised
- 4 January 2, 2006 L.R. Cheatham & I. Lee Revised