

614 - Research Animal Transport

3/3/05

- A. PURPOSE:** To standardize the animal transportation practices of vendors, contractors, researchers, technicians, and animal care and delivery personnel, and to minimize contact between research animals and visitors, patients, and employees.
- B. BACKGROUND:** Scientists at the NIH Clinical Center are provided research resources across a wide spectrum---ranging from a research hospital to basic biomedical research laboratories. In such facilities, laboratory animals constitute an important resource. However, the mingling of laboratory animals with patients, visitors, or employees should be minimized.

The Warren G. Magnuson Clinical Center (the Magnuson Center) and the Mark O. Hatfield Clinical Research Center (the Hatfield Center) comprise the NIH Clinical Center. The following areas in the CC include animal facilities:

1. Clinic Tower and B2B Animal Facilities, with centralized support services on the B2 level;
2. In Vivo NMR Research Center;
3. Building 10A;
4. The B2 Hatfield Center Vivarium;
5. Satellite rooms--there are a few approved, specialized, satellite rooms.

- C. ISSUING OFFICE:** CC deputy director for clinical care. For additional information on the policy, contact the CC Animal Program Director, 301-435-5304, CC (Building 10), Room 1C127. For other questions about this manual, contact the manual coordinator: Linda Silversmith, 301-435-8792, [APM_coordinator@nih.gov]

D. REFERENCES:

1. Regulations of the Joint Commission on Accreditation of Healthcare Organizations [<http://www.jcaho.org>]
2. Guide for the Care and Use of Laboratory Animals, ILAR/NRC, National Academy Press, Washington, D.C. (revised 1996) [<http://www.nap.edu/readingroom/books/labrats>]
3. NIH Manual, chapter 3040-2, Animal care and use in the intramural program [<http://oacu.od.nih.gov/NIHpolicy/3040-2.pdf>] Particularly note section G, Transportation of Animals, which indicates that "Transportation of experimental animals on NIH property, either between or within buildings or facilities, to or from commercial carriers, or in any other manner shall be in accordance with NIH-ARAC Guidelines."
4. ARAC Guidelines: [<http://oacu.od.nih.gov/ARAC/index.htm>]
5. NIH Manual chapter 3043-1, Introduction of Rodents and Rodent Products [<http://oacu.od.nih.gov/NIHpolicy/3043-1.pdf>]
6. NIH Animal Transportation Guidelines, February 2004 [<http://oacu.od.nih.gov/ARAC/FinalAnimalTransport0204.pdf>]
7. CDC/NIH Biosafety Guidelines [<http://bmbi.od.nih.gov>]
8. Additional references can be found on the webpage of the NIH Office of Animal Care and Use: [<http://oacu.od.nih.gov>].

E. DEFINITIONS: none

[See chapter 107 of this manual for a glossary of abbreviations and acronyms.]

F. RESPONSIBILITIES: Individuals responsible for implementing this policy include the CC deputy director for clinical care; director, Office of Animal Care and Use, OIR; director, Division of Veterinary Resources, ORS; the IC scientific directors; the IC veterinarians; and all animal facility managers.

These individuals should ensure that all NIH employees, vendors, contractors, and researchers who move animals into and/or throughout the CC are familiar with this policy and its procedures.

G. POLICY: All animal transportation throughout the CC (excluding within Building 10A and the Hatfield Vivarium) will be accomplished in a safe, clean manner and in a way that minimizes visibility. Policies for transportation within Building 10A and the Hatfield Vivarium are directed by the respective animal facility managers.

H. PROCEDURES:**Containment During Animal Transport.**

Containment should provide adequate ventilation for the animals, while minimizing visualization.

Animal-specific types of acceptable containment include the following:

1. Rodents and rabbits: ventilated cardboard boxes,
2. Dogs, pigs, sheep, and nonhuman primates: draped metal transport cages or durable, ventilated, plastic containers, and
3. Cats: draped, disposable or reusable, sanitizable carriers.

Deliveries into the CC. All research animals entering CC animal facilities must be from an NIH-approved source. The alternate procedure for introducing animals from non-NIH approved sources, which requires advance approval, is found in the NIH Manual, chapter 3043-1, Introduction of Rodents and Rodent Products. For additional information, call DVR (in the NIH ORS) at 301-496-2527.

Animals are delivered to the Magnuson Center via the B2 loading dock.

Animals are delivered to the Hatfield Center via the B3 loading dock---
---unless going to the In Vivo NMR Research Center, for which the southwest, B1 entrance is used.

After hours: Special arrangements must be made for security reasons. (Contact 301-496-5685, Police Dispatcher).

Movement of animals within the Clinical Center.

AVOID PUBLIC AREAS such as elevators marked "not for animals", cafeterias, patient care areas, lobbies, bank, stores, and the main entrance.

Personnel entering the North Lobby---which is the CC's main entrance---with animal transport boxes will be redirected to another entrance by security personnel.

Animal Delivery:

1. **DVR service.** This service pertains to rodents and rabbits purchased through the DVR Ordering and Contracting Unit. Animals are brought to the 10/B2 Animal Receiving Room and are distributed by DVR personnel.
2. **Vendors and Contractors** When transporting large numbers of animals from the B2 or B3 level for distribution, use Elevator 8, 9, 16, or 25 in the Magnuson Center. Elevator 25 is restricted for the Clinic Tower Animal Facility. Elevators 8 and 9 serve the east half of the building. Elevator 16 serves the west half of the building.

To access elevators for animal deliveries in the Hatfield Center, use elevators 66 and 78 at the end of the laboratory wings.

Use the B2 north corridor or the 5000 corridor to gain access to the west half of the building. Avoid using the north corridor on other floors.

All elevators approved for animal transport will be marked "Animals Permitted".

Researchers:

10A, Magnuson Center. The 10A elevators will not be available for vertical transportation of animals. Animals are to be transported laterally from the floor on which they are housed onto the D corridor of the Magnuson Center. Avoid movement from west to east along the second floor north corridor (see also "2nd Floor" in the "Areas Restricted" section below). From 10A floors 2, 3, and 4, use Elevator 16 to move to other floors.

Hatfield Center Vivarium. For animals being transported to laboratories in the Hatfield Center (CRC), use elevator 75 or 78 for the east wing.

To transport animals to the west wing, use the 5000 corridor on the B2 level to access elevators 64 and 66.

For animals that will be transported to laboratories in the Magnuson Center, use the corridor on the B2 level to access elevators 8, 9 and 16.

Magnuson Center, Radiation Oncology. From the B2 north corridor, take Elevator 8 or 9 to the B3 level. Follow the B corridor to Radiation Oncology.

Department of Nuclear Medicine. Animals are delivered to the B3 loading dock and travel through the 5000 corridor on the B3 level to elevator 60. Elevator 60 leads directly to the Positron Emission Tomography suite (PET). Please contact the animal program director's office for access to this elevator. [See C. Issuing office, above.]

Others. To move small numbers of animals in appropriate containers, either hand carried or on stainless steel carts, from animal housing areas to research laboratories, use Elevator 21 serving the east tower, Elevator 28 serving the Clinic Tower, Elevator 38 serving the west tower, Elevators 75 or 78 in the east laboratory wing of the Hatfield Center, and Elevators 64 and 66 in the west laboratory wing of the Hatfield Center.

Personnel are not to use Elevator 25 for movement of animals from one floor to another.

Areas Restricted from General Animal Transport (B1, 1, 2, &10)

Magnuson Center

1st Floor: Animals must not be moved through the 1st floor of the CC unless they are being taken to imaging equipment in the Diagnostic Radiology or Nuclear Medicine Departments (following the schedule and traffic pattern preapproved by the department head) and comply with all containment requirements.

2nd Floor: The presence of surgery suites near Building 10A on the 2nd floor makes it imperative that personnel transporting animals restrict travel beyond Elevator 16 along the north corridor to animals leaving 10A that are destined to second floor laboratories.

10th Floor (prior to patient move only; ICU closed after move): The south end of the D corridor on the 10th floor is an ICU.

Hatfield Center

Animals should not be transported through the patient care areas on floor 1, 3, 5 and 7 in the Hatfield Center, the B1 entrance in the parking garage, or the entire first floor lobby area.

Personnel entering the North Lobby of the Hatfield Center with animal transport containers will be redirected by security personnel to another entrance.

EXCEPTION AUTHORIZATION

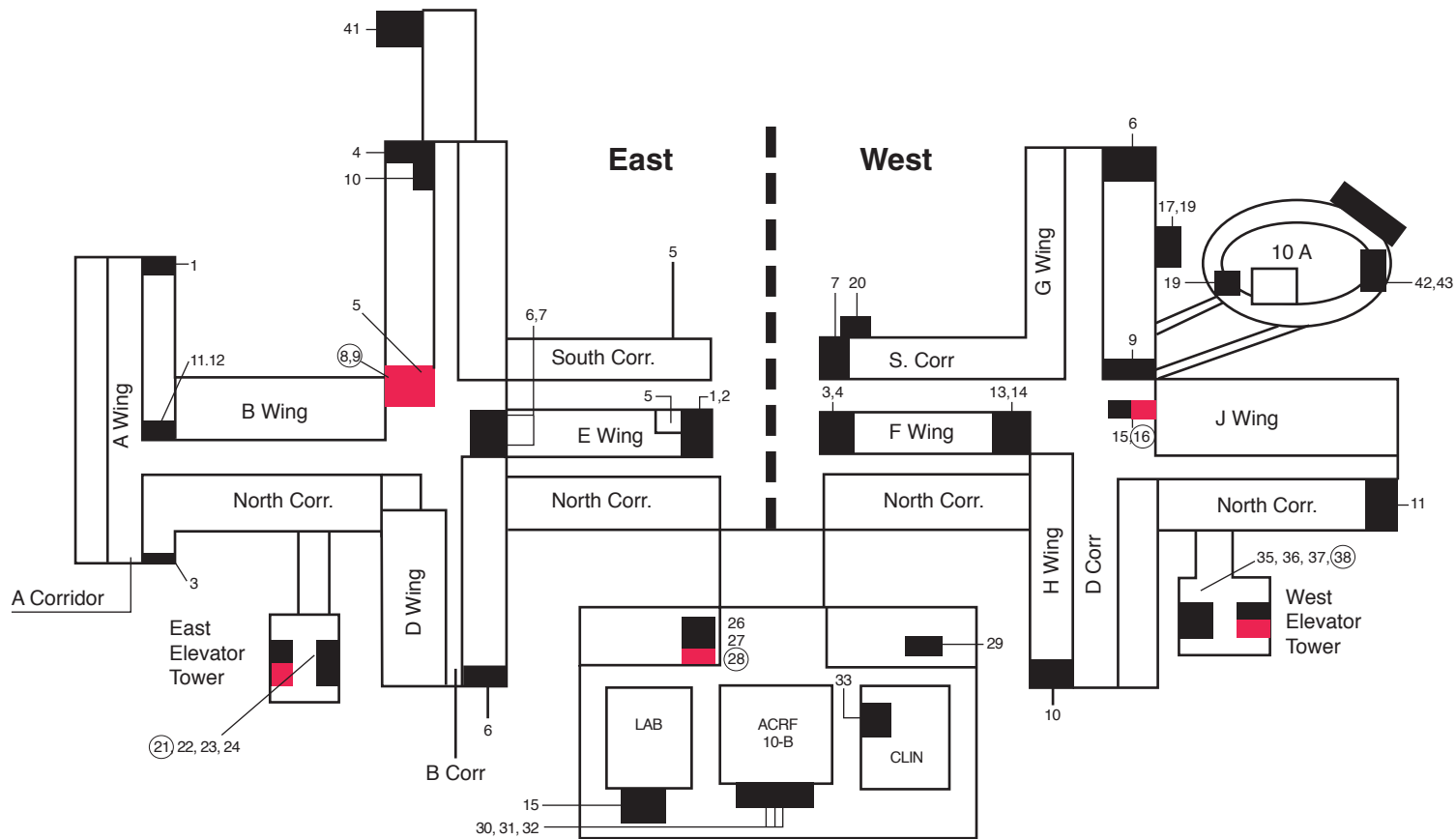
Temporary exceptions to this policy may be granted by the deputy director for clinical care, CC, in consultation with the CC animal program director, CC safety officer, and IC veterinarian. The director, Office of Animal Care and Use, may grant exceptions when activities are beyond the jurisdiction of the CC (e.g., the NHLBI in-vivo-NMR center and the 10A animal facility administered by the Division of Veterinary Resources).

I. DATE LAST UPDATED: 3/3/05

Appendix A. Map showing Magnuson Center elevators

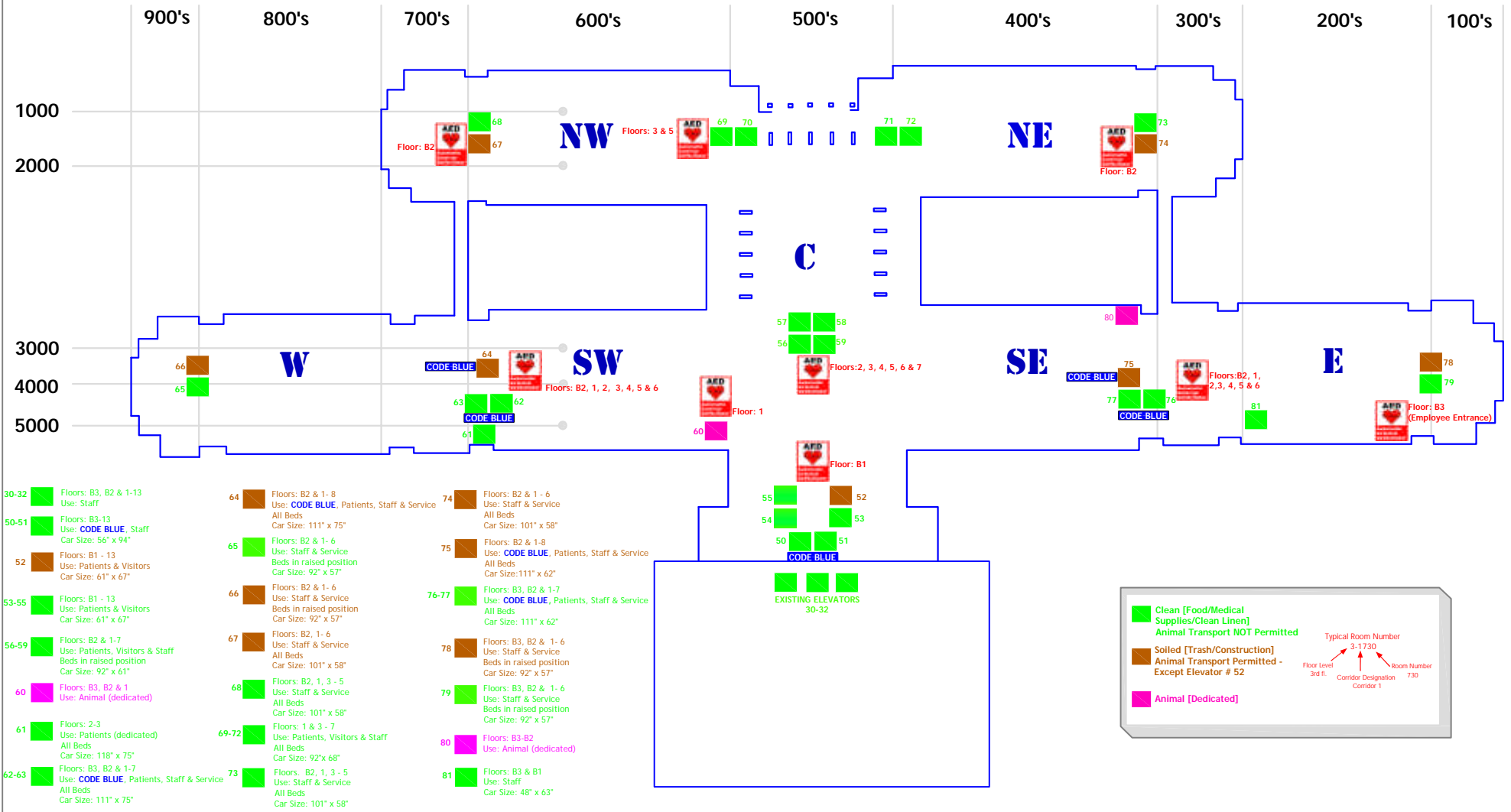
Appendix B. Map showing Hatfield Center (CRC) elevators

Clinical Center



ELEVATOR KEY PLAN & AED PLACEMENT

Appendix B



- 30-32 ■ Floors: B3, B2 & 1-13
Use: Staff
- 50-51 ■ Floors: B3-13
Use: **CODE BLUE**, Staff
Car Size: 56" x 94"
- 52 ■ Floors: B1 - 13
Use: Patients & Visitors
Car Size: 61" x 67"
- 53-55 ■ Floors: B1 - 13
Use: Patients & Visitors
Car Size: 61" x 67"
- 56-59 ■ Floors: B2 & 1-7
Use: Patients; Visitors & Staff
Beds in raised position
Car Size: 92" x 61"
- 60 ■ Floors: B3, B2 & 1
Use: Animal (dedicated)
- 61 ■ Floors: 2-3
Use: Patients (dedicated)
All Beds
Car Size: 118" x 75"
- 62-63 ■ Floors: B3, B2 & 1-7
Use: **CODE BLUE**, Patients, Staff & Service
All Beds
Car Size: 111" x 75"
- 64 ■ Floors: B2 & 1- 8
Use: **CODE BLUE**, Patients, Staff & Service
All Beds
Car Size: 111" x 75"
- 65 ■ Floors: B2 & 1- 6
Use: Staff & Service
Beds in raised position
Car Size: 92" x 57"
- 66 ■ Floors: B2 & 1- 6
Use: Staff & Service
Beds in raised position
Car Size: 92" x 57"
- 67 ■ Floors: B2, 1- 6
Use: Staff & Service
All Beds
Car Size: 101" x 58"
- 68 ■ Floors: B2, 1, 3 - 5
Use: Staff & Service
All Beds
Car Size: 101" x 58"
- 69-72 ■ Floors: 1 & 3 - 7
Use: Patients, Visitors & Staff
All Beds
Car Size: 92"x 68"
- 73 ■ Floors: B2, 1, 3 - 5
Use: Staff & Service
All Beds
Car Size: 101" x 58"

- 74 ■ Floors: B2 & 1 - 6
Use: Staff & Service
All Beds
Car Size: 101" x 58"
- 75 ■ Floors: B2 & 1-8
Use: **CODE BLUE**, Patients, Staff & Service
All Beds
Car Size: 111" x 62"
- 76-77 ■ Floors: B3, B2 & 1-7
Use: **CODE BLUE**, Patients, Staff & Service
All Beds
Car Size: 111" x 62"
- 78 ■ Floors: B3, B2 & 1- 6
Use: Staff & Service
Beds in raised position
Car Size: 92" x 57"
- 79 ■ Floors: B3, B2 & 1- 6
Use: Staff & Service
Beds in raised position
Car Size: 92" x 57"
- 80 ■ Floors: B3-B2
Use: Animal (dedicated)
- 81 ■ Floors: B3 & B1
Use: Staff
Car Size: 48" x 63"

- Clean [Food/Medical Supplies/Clean Linen]
Animal Transport **NOT** Permitted
- Soiled [Trash/Construction]
Animal Transport Permitted - Except Elevator # 52
- Animal [Dedicated]

Typical Room Number

3-1730

↑

Floor Level 3rd fl. Corridor Designation 1730 Room Number 30

NOTE: Elevators 50 & 51 have Code Blue key switch on every floor serving the ACRF, Flrs B3 - 13.
Elevators 62 (B3-7), 63 (B3-7), 64 (B2, 1-8), 75 (B2, 1-8), 76 (B3-B2, 1-7), & 77 (B3-B2, 1-8) have a Code Blue key switch.

Office of Facility Management
Bldg. 10 Room B1L410
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