

Title: Animal Transfer Notification (ATNF)	
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Purpose, Scope and Background

To summarize the procedures for animal transfers involving WaNPRC animal technicians.

Procedure

1. Animal Transfer: The movement of animals from one housing location to another has a profound impact on many aspects of the Primate Center. It is important that we take the proper steps to minimize this impact.
 - 1.1. A change in animal housing between rooms and/or between facilities are the movements of concern. Animals moving temporarily to a laboratory or surgery are examples of moves that may be exempt from this procedure.
 - 1.2. Animals will not be moved between facilities on weekends or holidays unless approved by a veterinarian.
 - 1.3. Animals will only be moved into rooms with the same virus status as the animals being moved or as needed by research assignment (e.g. animals being moved into a virus positive room in preparation for inoculation with that virus).
 - 1.4. Whenever possible, social housing status of the animals will be maintained in the new location.
 - 1.5. In the event of an emergency requiring immediate relocation of animals, the notification may go out after the move has occurred. In this instance the emergency move must be approved by the Associate Director, Facility Manager or Veterinarian.
 - 1.6. Notification – Timeliness: A 24-hour advance notification to concerned personnel is necessary. No animal should be moved between rooms or between facilities without 24-hour advance notification. Remember for Saturday, Sunday and Monday 24-hour advance notice is Friday morning.

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2. Notification – Notification of certain personnel is necessary.
 - 2.1.1. Coordination staff:
 - 2.1.1.1. Operations Manager
 - 2.1.1.2. Research Support Services Supervisor
 - 2.1.1.3. Manager for each facility involved in the move.
 - 2.1.1.4. Colony Services (CS) Supervisor for the facilities involved in the move.
 - 2.1.2. Veterinary Staff: The clinical staff email group should be notified (clinstaff@wanprc.org) for all moves requiring an Animal Transfer Notification.
 - 2.1.3. Investigative Staff: Only notify University of Washington Investigative staff and/or their designees when the movement of animals includes animals assigned to them or animals are moving into a housing room occupied by the investigator's animals.
 - 2.1.4. Behavior Management Services and Psychological Well Being staff: The BMS email group should be notified (BMS@wanprc.org) for all moves requiring an Animal Transfer Notification.
- 2.2. Notifications should be sent via email and include the Animal Transfer Notification Form (ATNF) for review by the affected parties.
 - 2.2.1. In the event of email not working, hard copies can be circulated to the unit heads (BMS, CS, RSS, VS and the Investigative Staff).

Supplemental Documents

- Use Animal Transfer Notification form, or
- Use a copy of the room census (if applicable) with the notification specifications recorded as outlined.
- Written notification document is maintained on file in the facility supervisor's office or on the network.
- Room maps (if the move requires room rearrangements)

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