

<p style="text-align: center;">IBF Universität</p> 	Standard Operating Procedure	Version: 1.00
	SOP: Transports of animals outside IBF	State: 16/04/2020
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Objective: Guidelines for the transport of animals from the IBF to outside experimental rooms or §11 housing

Implementation:

If animals are to be brought into experimental rooms or §11 housing outside the IBF, the animal keepers must be informed in good time (at least 1 day before) by means of a tierbase animal order (ao).

The animals are brought to the output room by the animal keepers in cages. It is forbidden to take the animals out of the KEB through the personnel lock.

The cage must be provided with a cage card, which is to be filled out exclusively by the animal keepers.

The further transport of the animals from the output room must be escape-proof. For this purpose, the cages must be transported in a closed container such as a securely closed cardboard box or a bag with a zip fastener. It is mandatory to transport the transport container with a trolley or similar.

It is not permitted to transport animals openly around the campus. The transport must be carried out by the 1st basement level. Should this not be possible in individual cases, this must be arranged in advance with the responsible animal welfare officer. Longer transports (e.g. to the Analysis Centre III, INBC, DKFZ etc.) must be made by car. If there is sufficient capacity, the IBF mouse taxi can also be used for this purpose.

Empty cages, filter hoods and accessories must be returned to the IBF within 2 weeks and handed in together with the pink cage batch card in the cage washing facility (1st basement level, opposite rooms 99.14/99.18). The cage washing facility is manned from 6:30 to 16:00. If cage material has not been returned within 2 weeks of issue (see date of the batch card), a fee for late return will be charged. If the cage material is returned on time, the yellow routing slip will be returned as proof.

For the transport of rodents in own cars to Mannheim, the animals are only handed out ready packed in transport boxes.