

**Duke University Medical Center  
Animal Care & Use Program**

**ANIMAL TRANSPORT INTO AND WITHIN  
HUMAN PATIENT CARE AREAS**

(Utilization of patient diagnostic and treatment facilities for animal research)

(Approved by the Medical Center Executive Committee)

**PERFORMANCE STANDARD:** Approval for animal transport through patient care areas or use of patient facilities for animal research requires a 2-step process: (1) a written description of the proposed animal transport plan and facility usage, and (2) a walk-through inspection to assess exposures and risks.

**GLOBAL ISSUES / BACKGROUND / BASE INFORMATION:** There is occasionally a need to transport animals near patient waiting and treatment areas, and/or to utilize facilities for animal research that are normally used for diagnostic or therapeutic procedures for human patients. In such instances, special care must be taken to protect human patients and non-research staff from exposure to animals. This protection normally involves keeping animals out of sight, keeping them quiet, eliminating distinctive or offensive odors, and eliminating or minimizing exposure to allergens. Of critical importance is the need to eliminate exposure risks to infectious agents. As a general principle, such animal studies should be conducted after normal clinic hours, if at all possible, when patients will not be present. (This Policy Was Approved by the Medical Center Executive Committee, May 4, 2004).

**OUTLINE OF POLICY / SOP / GUIDELINE:**

- 1) **WRITTEN PROTOCOL:** The Principal Investigator should conduct an initial walk-through, from building entrance point to facility site proposed for use, and prepare a written summary of the following information (which is forwarded to OAWA for processing):
  - a. **IACUC Protocol(s):** Principal Investigator, protocol number and title
  - b. **Principal Investigator Contact Information:** (Name, position, Office address (room number, building), mail address (e.g, box number, DUMC), Phone, fax, email, pager)
  - c. **Facility to be accessed** (include room numbers)
  - d. **Brief description of research and need for facility** (2-3 sentences)
  - e. **Animal species involved** (approximate numbers; frequency of facility utilization)
  - f. **Primary animal housing site** (immediate source of animals, e.g., Vivarium, VA animal facility)
  - g. **Animal transport method(s)** [via DLAR van, animal cart, etc.; opaque covering for animals; animal status (e.g., anesthetized, awake); number of animals involved per visit to Facility]
  - h. **Building entry site(s) and internal transport route(s).** Give building name, exterior door number and/or nearby interior door number. Describe route from entrance to Facility, using room numbers and other distinguishing features to identify the path along which the animals will be transported.
  - i. **Exposure Considerations:** Note patient care areas along the route, e.g., open waiting areas for patients, family members and visitors; open staff work areas; etc. **[NOTE: If**

you email the general site information to the Director, Office of Animal Welfare Assurance (see below), floor plans on which to indicate the route can usually be provided.] Animals must be fully covered and not visible to patients and hospital staff, and they must be kept quiet (generally chemical restraint is employed for animal patient management). Odors should be minimized.

- j. **Describe facility/room utilization and preparations** to protect exposed surfaces, structures and furniture. (e.g., remove certain items from room, close all doors, drawers and cabinets; drape areas with sheets; cover instrument surfaces with plastic, padding (Chucks), etc)
- k. **Describe clean-up and sanitization** of facility when the study is completed. Identify any hospital disinfectants to be used and the regimen to be followed for application of disinfectant and removal of waste products.
- l. **Address personnel safety issues** (gowns, gloves, masks, wash-up, etc)
- m. **Exit path for animals**, if different than entry route.
- n. **Any additional comments or special issues**

- 2) **WALK-THROUGH AND INSPECTION (METHOD 1):** Copies of the written protocol (above) should be available at the beginning of the inspection tour, or preferably, 1 day in advance of the inspection. The protocol should be included as an email attachment to the Director, Office of Animal Welfare Assurance, who will distribute it via email to the inspection team, and/or as hard copy on the day of the inspection.
- 3) **ELECTRONIC WALK-THROUGH (METHOD 2):** If there are no objections from members of the inspection group, a sub-group of at least two members of the inspection group may perform the physical walk-through and collect photographs of pertinent points of interest, to develop a virtual walk-through for consideration by the entire inspection group. The virtual tour will be provided to the inspection group and given 3 business days for response. The purpose of this virtual tour is to facilitate the needs of the faculty for a rapid review; overcome the difficulty of scheduling a large number of personnel for a tour; and be considerate of active patient care areas of the medical center (and large tour groups).
  - a. The inspection group will normally consist of the following individuals or their assigned representatives:
    - i. Principal Investigator of the proposed IACUC protocol
    - ii. Chair of the Department in charge of the patient care facilities to be used (or designee)
    - iii. Infectious Disease Control Officer (or designee)
    - iv. Director, Employee Occupational Health and Wellness (or designee)
    - v. Director, Occupational and Environmental Safety Office (or designee)
    - vi. Chief Veterinarian, Division of Laboratory Animal Resources (or designee)
    - vii. Director, Office of Animal Welfare Assurance (or designee)
  - b. Recommendations of the inspection team will be noted during the walk-through. The protocol will be edited to incorporate recommended changes. If the team approves the protocol (with any changes and amendments), the animal transport/facility usage protocol will be reviewed and signed (approved) by the Vice Chancellor or Dean, SOM. OAWA will forward copies of the approved protocol to the IACUC and to the Principal Investigator.

4) **CURRENT CONTACTS:**

- a. Infectious Control & Epidemiology:
  - i. Dr. Deverick Anderson: Pager 970-1633; dja@notes.duke.edu
  - ii. Lisa M. Cooper: Pager 970-6190; lisa.m.cooper@duke.edu
- b. Employee Occupational Health and Wellness:
  - i. Dr. George W. Jackson: Phone 286-6000; Pg 405-6960; jacks004@mc.duke.edu
- c. Occupational and Environmental Safety Office:
  - i. Dr. Wayne R. Thomann: Phone 684-6320; Pager 970-6107; thoma010@mc.duke.edu
- d. Division of Laboratory Animal Resources:
  - i. Dr. John N. Norton: Phone 684-4204; FAX 684-2797; Pg: 970-7575; john.norton@duke.edu
- e. Office of Animal Welfare Assurance
  - i. Dr. Ron E. Banks: Phone 684-4744; Cell: 423-7761; FAX: 688-6725; ron.banks@duke.edu

- 5) **TRANSPORTATION OF LARGE ANIMALS** may require special equipment and additional labor costs. Contact DLAR Operations Supervisor at 684-6792 when planning studies that will use swine, canine, primate or other species larger than 50 pounds.