

IACUC Guidelines for Fish, Fish Egg, and Frog Transportation at UWM

Last Review: 4/2022

Revision History:

As a shipper/transporter, you are responsible for taking all the necessary precautions to ensure the well-being of animals and following any federal or state regulations that may apply.

General Transportation Guidelines

Plan all transportation of animals to:

- Minimize transit time.
- Protect against environmental extremes.
- Avoid overcrowding.
- Provide food and water when indicated.
- Protect against physical trauma.
- Exercise care in handling enclosures used to transport live animals. They must not be tossed, dropped, needlessly tilted, stacked in a manner which may reasonably be expected to result in their falling, or handled in any manner which may cause physical trauma or stress to the animals.

Specific Transportation Guidelines

Within UWM Facilities

- The transportation procedures must be described in the IACUC approved protocol addressing the mode of transportation, the number of animals transported, and the frequency of transportation.
- You must fill out the *UWM Transportation/Shipping Form for Fish/Frogs* on the UWM Sharepoint site:

1. Access the Sharepoint site via:

<https://panthers.sharepoint.com/sites/FishFacilitiesMainSite-Group/>

2. Navigate to Documents on the left panel *or* scroll down on the home page to view the Documents section.

3. Navigate to the “Transport and Relocations Forms” folder

4. Navigate to the appropriate designated year folder subfolder and the “Relocation Forms” folder within the correct PI folder.

- For example: *Documents* > “*Transport and Relocation Forms*” > *[PI]* > “*2019*” > “*Relocation Forms*”
5. Upload (or click and drag) your file into the correct “Relocation Forms” folder

Between UWM and Facilities in the Milwaukee Metropolitan Area

- The transportation procedures must be described in the IACUC approved protocol addressing the mode of transportation, the number of animals transported, and the frequency of transportation.
 - Fish and frogs may be transported using your own vehicle; however, you must fill out the *UWM Transportation/Shipping Form for Fish/Frogs* on the UWM Sharepoint site:
6. Access the Sharepoint site via:
<https://panthers.sharepoint.com/sites/FishFacilitiesMainSite-Group/>
 7. Navigate to Documents on the left panel *or* scroll down on the home page to view the Documents section
 8. Navigate to the “Transport and Relocations Forms” folder
 9. Navigate to the “_BLANK Forms to Use” folder
 10. Download the appropriate *blank* IN or OUT form
 11. Fill out the word document appropriately
 12. Once you have filled out the form, navigate back to the “Transport and Relocations Forms” folder, and upload your completed form to the appropriate designated year folder subfolder and the IN or OUT folder within the correct PI folder.
 - For example:
Documents > “*Transport and Relocation Forms*” > *[PI]* > “*2019*” > “*Transfer Forms INTO UWM*”
 - Or
Documents > “*Transport and Relocation Forms*” > *[PI]* > “*2019*” > “*Transfer Forms OUT of UWM*”
- If fish or frogs will be shipped to another facility within the area you must complete the *UWM Transportation/Shipping form for Fish/Frogs* and upload it to the Sharepoint site via the instructions noted above.
 - There must be full coordination with the supervisor of the facility receiving the animal(s) at the other site. This is important to ensure that animals are received properly and that appropriate facilities are available for housing.

They may also require health information. Please coordinate this with the ARC.

Between UWM and Facilities located outside of the Milwaukee Metropolitan Area

- The transportation procedures must be described in the IACUC approved protocol addressing the mode of transportation, the number of animals transported, and the frequency of transportation.
- The investigator is responsible for making shipping arrangements.
- The complexity of shipping requirements changes significantly depending on the location of receiving facility. All applicable Federal and State regulations must be adhered to.
- There must be full coordination with the supervisor of the facility receiving the animal(s) at the other site. This is important to ensure that animals are received properly and that appropriate facilities are available for housing. They may also require health information. Please coordinate this with the ARC. The investigator is responsible to contact the receiving Facility to ensure that the animals arrived safely.
- If fish or frogs will be shipped to another facility you must complete the *UWM Transportation/Shipping form for Fish/Frogs* and upload it to the SharePoint site via the instructions noted above.

Health Certificate Information

- **Health information documents must be uploaded to the Sharepoint site via the following instructions:**
 1. Access the Sharepoint site via:
<https://panthers.sharepoint.com/sites/FishFacilitiesMainSite-Group/>
 2. Navigate to Documents on the left panel *or* scroll down on the home page to view the Documents section
 3. Navigate to the “Transport and Relocations Forms” folder.
 4. Navigate to the appropriate designated year folder subfolder and the “Health Certificates” folder within the correct PI folder.
 - For example:
Documents > “Transport and Relocation Forms” > [PI] > “2019” > “Health Certificates”

5. Upload (or click and drag) your file into the correct “Health Certificates” folder
- Facilities receiving animals typically require some form of health assurance information before they will accept the animals. Please check the appropriate Federal and State Guidelines to see if health certificates are needed.

Procurement Forms

- Procurement forms must be completed for fish that are procured or adopted.
- **Procurement forms must be uploaded to the Sharepoint site via the following instructions:**
 6. Access the Sharepoint site via:
<https://panthers.sharepoint.com/sites/FishFacilitiesMainSite-Group/>
 7. Navigate to Documents on the left panel *or* scroll down on the home page to view the Documents section
 8. Navigate to the “Transport and Relocations Forms” folder
 13. Navigate to the appropriate designated year folder subfolder and the “Procurement Forms” folder within the correct PI folder.
 - For example:
Documents > “Transport and Relocation Forms” > [PI] > “2019” > “Procurement Forms”
 9. Upload (or click and drag) your file into the “Procurement Forms” folder

Transporting Live or Dead Animals Containing Hazardous Materials

Transportation of hazardous materials in general poses special problems. This is significantly amplified (e.g. potential spread through excreta) when the material is contained in an animal. It is therefore important that appropriate precautions are incorporated both during the transportation and after the animals have arrived at their destination. Due to complexity of these requirements, the investigators planning to transport live animals containing biohazards (e.g. human pathogens) or chemicals (e.g. carcinogens) from one location to another must contact University Safety & Assurances directly for specific guidance.

