

Oak Ridge National Laboratory Life Sciences Division Animal Resources Group Reference Manual	A-98-LSD-001
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N . Delivery and Shipping of Live Animals - Building 9210

Purpose:

This procedure describes where the animals are to be delivered within the Y-12 plant site and how the arrival of those animals will be communicated to a Laboratory Animal Resource (LAR) representative and responsible investigative staff. Procedures for shipping of animals are also described.

Responsibility:

Y-12 Receiving, Bldg. 9210 administrative staff, LAR staff, investigative staff

Procedure/Discussion:

Delivery of Animals to Bldg. 9210

Receiving will deliver animals to Bldg. 9210.

Receiving personnel are to place deliveries on the cart designated for that purpose in the back hallway beside room 122A (secretary's office).

LAR staff will then notify the investigative staff indicated on the shipping label.

Investigative staff will uncrate and house the animals. This should be done in a timely manner to ensure the animals have arrived in good health and are placed in normal housing as soon as possible. The veterinarian should be notified immediately if there are any concerns regarding the health of the newly arrived animals or if any animals are found dead in the shipping carton.

Shipping of Animals from Bldg. 9210

All pre-shipment arrangements as described in SOP, Shipping and Receiving Animals, *must* be followed.

Laboratory Animal Resource Sections administrative staff (room 122A) is to be notified of all animal shipments by the staff member responsible for the animals being shipped. The shipping form (green form), international shipment form (if needed), mailing labels, and copies of shipping order will be prepared by administrative staff.

Administrative staff will make necessary shipping arrangements once they have received completed and signed forms provided by the investigator (i.e., Request to Ship form signed by veterinarian technician) and will contact the Shipping Department to make arrangements for the shipment. Please be aware these arrangements must be made at least 24 hours (48 hours for international) prior to shipping. Shipments on Monday, Tuesday or Wednesday usually guarantee delivery before the

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weekend. Always consider the weather at both shipping and delivery points before making the arrangements.

Staff at the receiving institution should be contacted by the investigative staff shipping the animals to advise of planned shipment and the time and date that the animals should arrive at their institution (provide an air bill number). In nearly every case, the contact at the receiving institution should be the Animal Resource staff, ***not*** the investigative staff (a courtesy call should be placed to the receiving investigator).

Investigative staff will pack the animals for shipment (as described in the SOP, Shipping and Receiving Animals).

Animals to be shipped will be left on a cart in the hall at the central back door (do not leave animals in the airlock or euthanasia station area).

A Radiation Protection Material Clearance Certification form (“Green Tag”) should be placed on the shipping carton at this time.

Administrative staff will be notified that the shipment is ready for pickup and in turn will notify the Y-12 Shipping Department.

NOTE: As stated in the SOP, Shipping and Receiving Animals, shipments can ***not*** to be sent in weather extremes.