

Van Use For Transportation of Animals Training





What you will see in this training

- Review CCM's Policy for van use in transporting research animals
- Review necessary SOPs
- Questions/comments/further discussion



Importance of Van Use Animal Training

- Be sure users/drivers are aware of MGH/CCM requirements
- Ensure personnel and animal safety and well-being during all aspects of transport (crating, while driving, at delivery/reception, etc.)



Prior to Van Use

Van Use Policy Forms

- Prior to this training the following forms must have been completed and submitted to the CCM Transport Team
 - Received and reviewed Policy Memo
 - Released driving record to CCM & MGH Police, Security and Outside Services

If you have not completed the above forms, please return to the CCM website for guidance on proper transportation van use procedures



Policy Memo

To: All Applicants for use of a CCM vehicle
From: MGH CCM Transportation Department
Date: 10/26/16
Re: Motor Vehicle Records and Maintaining a Driver's License Requirements when driving a CCM vehicle

Introduction

This memo describes the MGH Center for Comparative Medicine Transportation Department Policies with regard to all requests for use of an MGH CCM vehicle with respect to Drivers Motor Vehicle Records (MVRs) and maintaining an active driver's license by the requestor/applicant. Going forward, persons approved to periodically borrow CCM vehicles for research purposes will have their driving records reviewed and verified at least once per year. A consent form will be signed prior to being approved to borrow a CCM vehicle and at least annually subsequent to that as a condition of continued use of CCM vehicles. Obtaining and verifying license information ensures we are maintaining safety and compliance standards.

Criteria for acceptable history review

Motor Vehicle Records will be reviewed for validity, violations, and accidents. Any violations or accidents which appear on a given record will be evaluated by a member of the CCM senior staff and could possibly result in the application for use of a CCM vehicle to be declined.

Maintaining an Active Driver's License

All Drivers of MGH CCM vehicles must maintain an active Driver's License at all times. It is on the responsibility of each person that he/she is aware of the expiration date of his/her license. A license may be renewed at any time up to one year before the expiration of the license, on a driver's birthday. MGH CCM Transportation policy sets the deadline at 24 hours before the expiration of a license, i.e. the day before a driver's birthday, in order to account for any unusual circumstances. Note that a Class D driver may renew his/her license online; a commercial driver (Class A-C) must renew his/her license in-person at a MassDOT Registry of Motor Vehicles branch. CDL drivers must also self certify their medical cards each time it is renewed to prevent a license from being downgraded.

Please see a member of the Management Team if you have any questions relating to this process.

Thank you for your cooperation in this matter.

I have read and understand all aspects of this Memo.

Name (Print): _____

Name (Sign): _____ Date: _____

Applicant has been offered a signed copy of this Memo.



Policy on Van Use for Transportation of Animals

Van users MUST:

- Be cleared by CCM & MGH Police
- Follow Massachusetts driving laws
- Have individual driving requests approved
- Keep van tidy
- Return van immediately after use
- B-virus training required for those transporting NHPs

Van users should NEVER:

- Drive the van for personal use
- Allow humans in van rear
- Allow unapproved users to drive
- Leave animals in the van unattended



Cancellations & Delays

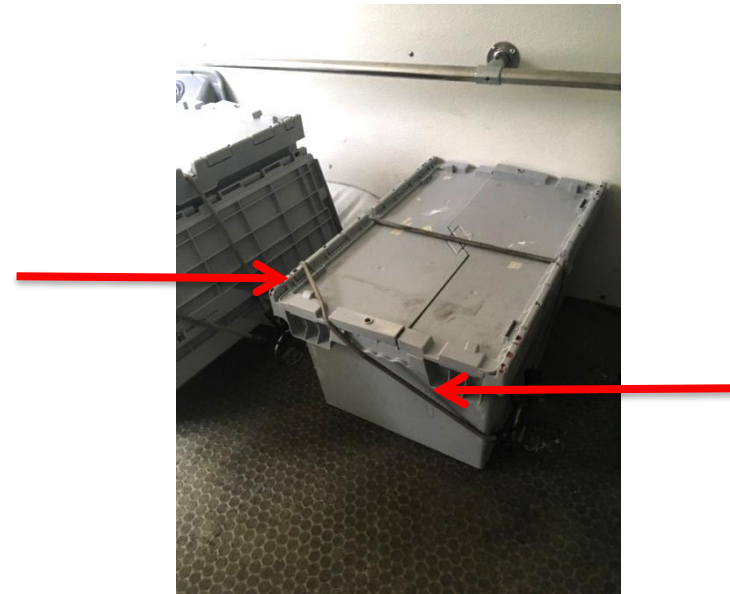
- CCM has right to delay, reschedule, cancel van use due to:
 - Weather
 - Traffic or road construction
 - CCM departmental activities or meetings



Van Use Processes

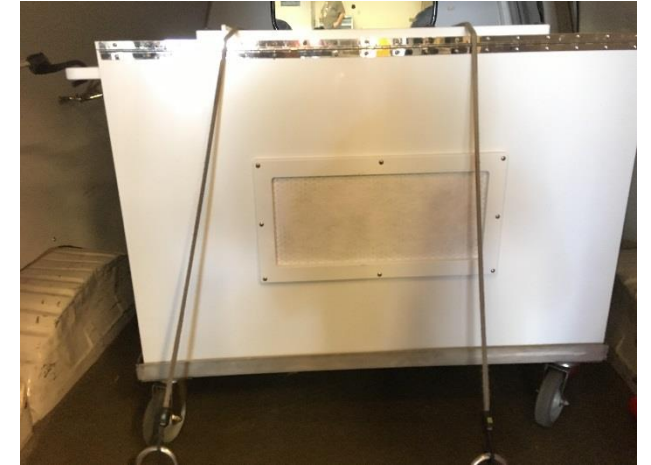
Securing Crates

- Use bungee cords (back of van) and strap crate to hooks on floor and sides of van
- Rabbit transport: stretch one cord over the top of crate & one over a corner



Securing Crates

- NHP and livestock animals:
 - Crate between floor hooks
 - 2 bungee cords connected to floor hooks over the top of the crate
 - 2 additional cords secure crate handles
 - Keep animal-well being in mind, so lift carefully!



Securing Crates

- *Keep animal well-being in mind*
- *Lift carefully & use van-lift!*

○ Livestock (swine, sheep) crates



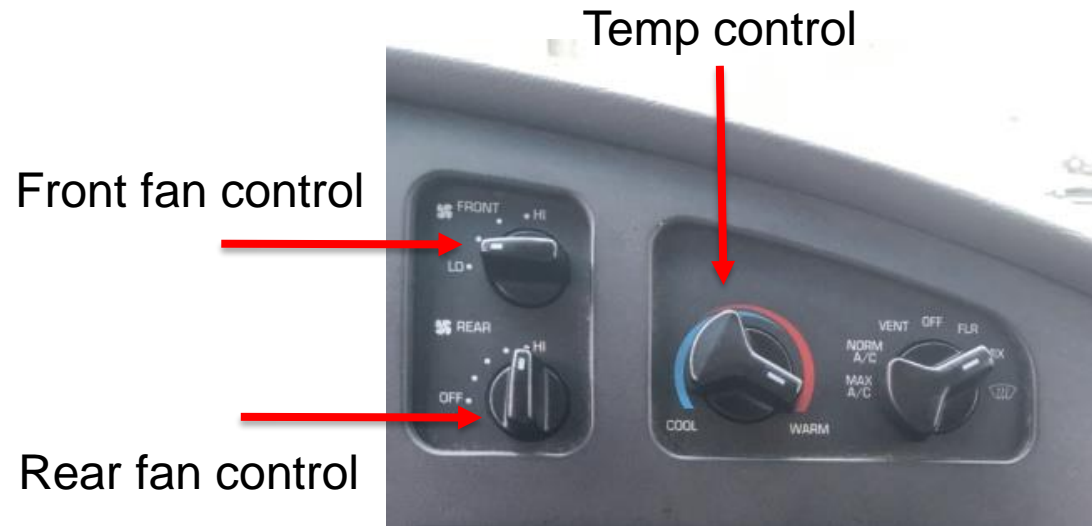
Lifting Tips

- Use van lift
 - Use for large species (NHP/livestock) loading/unloading
- Follow Partners Proper Body Mechanics Tip Sheet



Temperature Control & Regulation

- Always 60-70° Fahrenheit
- Monitor temp in rear of van every 30 minutes





Temperature Control & Regulation

- Pre-heating van in **cold** temps (<30° F)

Internal Van Temperature	Time to Pre-Heat
Below 30 °F	40 minutes
30-50 °F	20 minutes
50-60 °F	10 minutes

- Running AC prior to loading in **hot** temps (>70° F)

Internal Van Temperature	Time to Cool Down
70-80 °F	15 minutes
80 °F & above	20 minutes



Van Not Starting

- During CCM transportation hours (M-F, 7AM-230PM)
 - Call CCM **Transportation Associate**: 857-347-8999



Van Not Starting – After hours

- While picking up van
 - Use other van if available (you will have access to two sets of keys)
 - Email CCM transportation: mghccmtransportation@partners.org
- In CNY 199 garage (other van unavailable):
 - Call **MGH/CNY Police & Security for jump**: 617-726-5400
 - If cannot be jumped, transport will be rescheduled
- Not in CNY 199 garage:
 - Cityside towing (contacts in van binder)
 - If animal in van, tow to CNY 114 loading dock to unload safely



Motor Vehicle Accident During Business Hours

1. Do what you would do in your personal vehicle
 - Ensure humans are safe/unharmed; if so, seek medical attention (e.g., call 911)
 - Document damage, exchange insurance info, contact authorities if necessary
2. Check viewing window and assess crate condition (more to come!)
3. Call **Transportation Associate**: 857-347-8999
4. Notify **MGH Police & Security**: 617-726-5400

Incapable Of Contacting CCM, etc.





Motor Vehicle Accident After Hours

1. Do what you would do in your personal vehicle
2. Check viewing window and assess crate condition (more to come!)
3. Call **On-Call CCM Facility Manager**: 857-259-0772
4. Driver & manager determine next steps
5. Notify **MGH Police & Security**: 617-726-5400



Motor Vehicle Accident Animal Assessment

- Check crate condition through viewing window inside of van
- Confident animals are secure inside of crates, open rear van door for further check
- Crate is open/driver concerned about animal welfare, contact **CCM On-Call Vet**: 617-721-9332
 - During normal business hours, also call **CCM Transportation Associate**: 857-347-8999
- If van is drivable, follow vet recommendations on whether to proceed to destination or return to animal facility



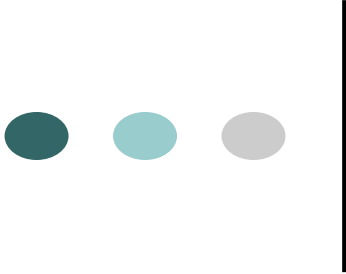
Motor Vehicle Accident With Open Animal Crate

- Contact **On-Call Vet** immediately : 617-721-9332
- NEVER open rear/side doors without vet present
- During regular business hours:
 - Call **CCM Transportation Associate**: 857-347-8999
 - Drive van to building 114 CNY, park inside loading dock, close garage door
 - Loading dock closed: call **MGH Police & Security**, 617-726-5400 (CNY)
- After hours: contact **On-Call CCM vet** & follow recommendations



Motor Vehicle Accident with Van NOT Drivable

- Contact appropriate parties:
 - Business hours: **CCM Transportation Associate & On-Call Vet**
 - After hours: **CCM On-Call Facility Manager & On-Call Vet**
 - Call **MGH police** (at convenience) if damage >\$1000
- Follow recommendations & instructions given



You Have Now Completed the Van Use Overview Training

The next step for Van access is to schedule a transportation tour

- **Tours are scheduled and reserved using an online CCM Transport Van tour calendar. This link is located in your Van clearance email.**

You must bring your MGH ID badge and a copy of your clearance email. If you do not have your MGH ID, email copy, or if you arrive more than five minutes late, you will be asked to reschedule your tour.

- Please reserve any questions you have on this training or on the transportation process for your transportation tour. The Transportation team is happy to provide additional clarity and information in person.