

LAB_004 Packing Rodents for Issue and Export (Expires Dec 2024)

I. OBJECTIVE:

To describe the packing procedures for packing rodents for Issue and Export in UQBR facilities.

NB: The use of (*) indicates this statement is dependent on the facility procedures

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II. SAFETY

1. PPE use is essential when handling laboratory rodents.
2. All accidents, injury or near misses are to be reported immediately to the Facility Manager and recorded on a UQ OHS Incident Report Form

III. EQUIPMENT

Equipment Items

- Appropriate transport container
- Neonate transport container
- Automatic strapping machine (*)
- Packing Tape

Consumables

- PPE (*)
- Disinfectant (*)
- Paper towel
- Feed
- Non-wetting nutrition gel pack e.g. HydrogelGel®
- Bedding material e.g. Sanichip®
- Nesting Material e.g. Envirodry®
- UQBR Identification Chart

Administration

- Sharpie
- Pen
- Room diary (*)
- Movement Sheet (*)
- Animal Management Database
- Daily UQBR Animals Order List for all orders exiting UQBR facilities orders (non-ARC)

Conditions:

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- Transport Labels
 - Animals in Labs Labels
 - Internal Labels
 - National Labels
 - International Labels

IV. PREPARATION OF EQUIPMENT

Preparation of Transport Containers

1. Transport Containers should be cleaned and/or autoclaved prior to use
 - Ensure the filters are intact without signs of wear
 - Ensure dividers are straight and fit within the transport container appropriately
2. All transport containers should have the following consumables included:
 - Bedding material e.g. Sanichip®
 - Feed - usually scattered on the floor
 - Nesting Material e.g. Envirodry®
 - Hydration Non-wetting nutrition gel pack e.g. Diet Gel®
3. Ensure enough food and hydration is provided for several days in case of delay
4. Attach UQBR shipping label to each box
5. Apply GMO sticker where required. Note that this is an OGTR requirement.
6. Attach other documentation within sleeve on the outside of the transport box



Figure 1 Contents of a standard transport container (UQBR 2020)

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V. PROCEDURE

Packing for Issue – Internal UQBR Transport

1. Ensure you have identified the correct animals for packing
Animal orders may be for a specific animal that is identified with a required age, sex or genotype
2. Place rodents in the transport container
Rodents placed within the transport container should be the same sex, follow the requirements for stocking densities allowable within transport containers (See Reference Information)
3. Lock the transport container lid into place
Ensure each corner of the lid has clicked into place
4. Lock the moveable window on the lid into place (if there is a window)
5. Secure the lid by using tape around the container or using the automatic strapping machine*
The tape should be secure and ensures if the transport container accidentally is dropped the risk of the lid opening is low.
6. Update documentation
 - Animal Management Database
 - Room diaries
 - Movement sheets
 - If a national export updated shipment documents*It is a compliance requirement for OGTR, The Code and UQ AEC that the movements of all research animals are documented and accurate.*
7. Place the packaged transport container in facility approved area for collection.
This space should be in a low traffic area, with minimal noise and well ventilated e.g. away from gas cylinders to avoid unnecessary stressors.
8. Follow your facilities procedure to ensure all animals placed in the holding area have been collected.
This will ensure animals have all been collected by the agreed timeframes and to avoid animal welfare concerns. Animals that are not collected within agreed timeframes may be unpacked and will need to be re-ordered.

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Figure 2 Placement of the label at the correct location (UQBR 2020).



Figure 3 Placement of tape at two locations if taping closed (UQBR 2020).



Figure 4 Placement of strapping if using automatic strapping machine (UQBR 2020).

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Packing for Issue – International Transport

1. UQBR Exports Officer will book the UQBR Veterinarian at the agreed date and time for the animals to receive a health inspection and send the final version of shipping documentation prior to export.
This is a requirement for international transport. Required documentation will depend on where the animals are being shipped to and the varied requirements of the importing countries
2. The forms will be printed on a UQ letterhead and one applied to each box. The UQBR Veterinarian will sign each form. *This is a requirement for international transport.*
3. Pack as per Transport instructions above and according to IATA regulations, packing must be supervised by the UQBR Veterinarian
4. Attach UQBR export shipping label to each box

Packing for Issue - Neonates

Note: A pre-arranged collection time should be arranged to avoid prolonged separation from the mother

1. Prepare approved transport container with nesting material used for neonates
2. Ensure you have identified the correct animals for packing
3. Place neonate/s inside the transport container
4. Lock the transport container lid into place
5. Secure the lid by using tape around the container
6. Update specific shipment documentation
7. Place packaged transport container in facility approved area for collection.

Neonates should be kept warm while not being transported, consider using a heat source.

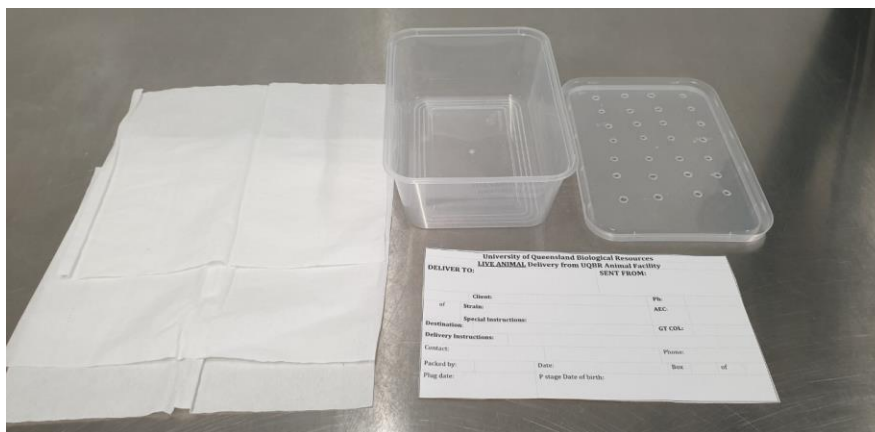


Figure 5 Contents of a stanard transport container used for rodent neonates (UQBR 2020).

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Figure 6 Placement of tape and labels at the appropriate location (UQBR 2020).

VI. Reference Material

Table 1. Required packing density for rodents in approved transport containers

Cage Style Name: Transport Box Small	Cage Style Name: Transport Box Large
Species: Rats & Mice Inside Floor Dimensions: 200 x 365 x 140 = 730 cm ² Recommended capacity (undivided): 12 mice <30g 5 rats <150g 3 rats <350g 2 rats <550g	Species: Rats & Mice Inside Floor Dimensions: 485 x 350 x 170 = 1698 cm ² Recommended capacity (undivided): 28 mice <30g 11 rats <150g 7 rats <350g 5 rats <550g 2 rats > 550g
	

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VII. REFERENCES

1. International Air Transport Association (IATA) n.d., viewed 2 June 2020, <http://www.iata.org/Pages/default.aspx>.
2. National Health and Medical Research Council (NHMRC) 2008, *Guidelines to promote the wellbeing of animals used for scientific purpose*, viewed 11 April 2019, <https://www.nhmrc.gov.au/about-us/publications/guidelines-promote-wellbeing-animals-usedscientific-purposes>.
3. Office of the Gene Technology Regulator (OGTR) n.d., viewed 11 April 2019, <http://www.ogtr.gov.au/>.
4. University of Queensland n.d., *Health, safety and wellbeing*, viewed 11 April 2019, <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing>.
5. University of Queensland n.d., *Incidents, injuries and hazard*, viewed 11 April 2019, <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/health-safetyworkplace/incidents-injuries-hazards>.
6. UQ Biological Resources, 2020 *UQBR Image Library*.

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