

LAB_005 Unpacking Received Rodents (Expires Dec 2024)

I. OBJECTIVE

To describe the procedures for unpacking rodents used within UQBR facilities.

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

NB: The use of () indicates this statement is dependent on AEC Approvals**

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
3. This procedure has a risk of causing musculoskeletal injury when performed regularly – consider suitable ergonomic design whenever possible.

III. EQUIPMENT

- PPE*
Minimum PPE is gloves and gown, additional PPE may be required based on facility or additional risk e.g. working with infectious animals.
- Scissors

IV. PREPARATION

1. Prepare cages containing bedding, nesting, food and water as per the project requirements *
2. Ensure the facility manager has reviewed the health status of the external animals and has approved their arrival into the facility.

Conditions:

- Investigators named in an animal ethics application, relative to this SOP, must be competent to implement the SOP
- Any variation to this SOP must be described in the relevant animal ethics application
- If this SOP has not been reviewed and approved by a UQ AEC within the last three years it is no longer valid and cannot be used in animal ethics applications until reapproved (see "AEC Reviewed/Approved" date in this document's header).

V. PROCEDURE

UNPACKING INTERNATIONAL AND EXTERNAL ARRIVALS

1. Verify the holding room the animals will be housed
Some shipments can only enter approved QAPS or specific rooms as required by DAF and approved by the Facility Manager.
2. Ensure all shipping documentation and clearances have been received
3. Check documentation received is correct
 - Quarantine direction notice to determine special requirements e.g. QAP holding requirements
 - Verify the holding room the animals should be unpacked into
 - Re-check health report documents from supplying facility
 - The number of transport boxes and contents is as expected
4. Disinfect transport containers. (*) Refer to UQBR SOP 44 Disinfection within UQBR Facilities
Spray and then wipe the container, avoid wetting the container to the point of saturation.
5. Place transport container in facility collection area for staff to unpack
This allows facility staff to collect the transport container without exiting the facility.
6. Move transport container to the correct animal holding room
7. Using a change station or BSC, remove strapping and/or tape from the transport container
Depending on the sending facility sometimes wire mesh will need to be removed from beneath the lid
8. Disinfect gloved hands
9. Transfer rodents into pre-prepared cages and confirm the following details as unpacking
 - Animal species, strain and coat colour are correct
For example if you have received C57Bl/6J the coat colour should be black
 - Identification system matches order details
There may be differences between the order and the animals received
 - Number of animals
This will verify the successful packing and transfer of the required number of animals and OGTR expectations
 - Sex of animals
There may be differences between the order and the animals received
 - Health of animals
It is possible that the health may have compromised during the transport process
10. If anomalies are found contact the facility manager and UQBR Imports officer to confirm and action solutions where appropriate *It is easier to amend anomalies as soon as they are found.*
11. Import animals into animal management database and provide cage cards
12. Email the UQBR imports officer to confirm animal transfer is complete

Conditions:

- Investigators named in an animal ethics application, relative to this SOP, must be competent to implement the SOP
- Any variation to this SOP must be described in the relevant animal ethics application
- If this SOP has not been reviewed and approved by a UQ AEC within the last three years it is no longer valid and cannot be used in animal ethics applications until reapproved (see "AEC Reviewed/Approved" date in this document's header).

UNPACKING INTERNAL ARRIVALS - BETWEEN UQBR FACILITIES OR WITHIN UQBR FACILITIES

1. Verify the holding room the animals will be housed
Some animal arrivals are limited to be housed in specific areas of the animal facility.
2. Cross check the UQBR External Orders List to ensure the number of transport boxes is correct
3. Disinfect transport containers. (*) Refer to UQBR SOP 44 Disinfection within UQBR Facilities
Spray and then wipe the container, avoid wetting the container to the point of saturation.
4. Place boxes in facility collection area for staff to unpack
This allows facility staff to collect the transport container without exiting the facility.
5. Unpack into allocated holding room/rack
6. Confirm the following details as unpacking against the External orders list:
The External order list is sent daily and contains animal arrivals due to UQBR the following day.
 - Animal species, strain and coat colour are correct
For example if you have received C57Bl/6J the coat colour should be black
 - Identification system matches order details
There may be differences between the order and the animals received
 - Number of animals
This will verify the successful packing and transfer of the required number of animals and OGTR expectations
 - Sex of animals
There may be differences between the order and the animals received
 - Health of animals *It is possible that the health may have compromised during the transport process. Adverse events should be referred to LAB_022 UQBR Veterinary Care Program.*
7. If anomalies are found contact the facility manager and action solutions where appropriate
It is easier to amend anomalies as soon as they are found.
8. Import animals into animal management database and provide cage cards

Conditions:

- Investigators named in an animal ethics application, relative to this SOP, must be competent to implement the SOP
- Any variation to this SOP must be described in the relevant animal ethics application
- If this SOP has not been reviewed and approved by a UQ AEC within the last three years it is no longer valid and cannot be used in animal ethics applications until reapproved (see "AEC Reviewed/Approved" date in this document's header).

VI. REFERENCES

1. Department of Agriculture and Fisheries (DAF) n.d., viewed 12 June 2020, <http://www.daf.qld.gov.au/>
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 n.d., *UQBR SOP's*, viewed 11 April 2019, <https://biologicalresources.uq.edu.au/secure/reference-information#SOP's>
7. UQ Biological Resources, *2020 UQBR Photo Library*.

Conditions:

- Investigators named in an animal ethics application, relative to this SOP, must be competent to implement the SOP
- Any variation to this SOP must be described in the relevant animal ethics application
- If this SOP has not been reviewed and approved by a UQ AEC within the last three years it is no longer valid and cannot be used in animal ethics applications until reapproved (see "AEC Reviewed/Approved" date in this document's header).