

LAB_005 Unpacking Received Rodents (Expires November 2027)

I. OBJECTIVE

To describe the standard procedures to unpack rodents used across UQ research projects, also reflecting the procedure used to train workers across UQ within UQBR.

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
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.

V. PROCEDURE

UNPACKING ARRIVALS

1. Verify the holding room the animals will be housed. *Some shipments can only enter approved arrangements (AA) or specific rooms as required by DAF and approved by the Facility Manager.*
2. Check the UQBR Orders List/Database Ordering/Task Worksheet to ensure the number of transport boxes is correct.
3. For international and domestic arrivals ensure all documentation and clearances have been received and are correct.
 - Quarantine direction notice to determine special requirements e.g. AA 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.

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- If this SOP has not been reviewed and approved by a UQ AEC within the last three years it is no longer valid and cannot be used in animal ethics applications until reappraised (see "AEC Reviewed/Approved" date in this document's header).

4. Disinfect transport containers (*). *Spray and wipe the container, avoid wetting the container to the point of saturation.*
5. Place transport container in facility collection area for staff to unpack into assigned holding spaces. *This allows facility staff to collect the transport container without exiting the facility.*
6. Within a Change Station or BSC, transfer rodents into pre-prepared cages and perform a general and health check on all animals. Criteria from the standard monitoring scoresheet should be used to assess the animals. Detailed records do not need to be kept on healthy animals. Follow procedures from SOP LAB_22 if any animals are found to have any signs of abnormal health. Confirm the following details.
 - 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.*
7. 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.*
8. For external arrivals, receive animals into animal management database and print cage cards. Refer to UQBR Mosaic workflow “Orders – Receiving External Animals into Mosaic”.

VI. BIBLIOGRAPHY

Version #	Reviewing AEC (note: all other relevant AECs ratify the approval)	AEC Review Date	Approval To Date
[#]		[DD/MM/YYYY]	

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