

ANIMAL TRANSPORT POLICY FROM MEDICAL SCHOOL ANIMAL HOUSE

SOP No: **MSAH #52**

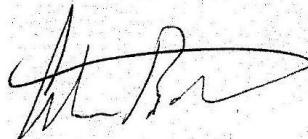
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Version: **C**

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Authorised By: **Andrew Bartlett, Manager**

Signed:



1. **Most Important**

- 1.1 This is a PC2 facility certified by the Gene Regulator. Certification No: 529, expires 13/10/2012
- 1.2 All standard procedures for PC2 level containment, under Part C of the “Guidelines for Certification of a Physical Containment Level 2 - Animal Facilities – Version 3.1 July 2007” must be followed. A copy of these guidelines are available at, [http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/Content/PC2-4/\\$FILE/PC2ANv3-1.pdf](http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/Content/PC2-4/$FILE/PC2ANv3-1.pdf).
- 1.3 All persons must adhere to the “Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004”
- 1.4 Animal are not to be taken from the animal facility, to a lab or other facility unless approval to do this has been granted by the AEC. If they are to remain within the lab for a period of one hour or longer, then the environmental temperature and humidity needs to be suitable and monitored by the researcher for the species concerned. (refer to Animal Users Handbook, University of Adelaide AEC 2007. section 6.4.1)

2. Mouse/Rat transport from PC2 Barriers:

- *Clean Rooms and Bio-Exclusion Rooms - Cert530/2002*

- 2.1 All animals can be removed from the facility but once removed, can not return*
- 2.2 All animals should be transported within their animal cage and then placed into a secured (transport box lid taped with masking tape to the base) transport box prior to removal from the barrier.
- 2.3 All GMOs being transported out of the facility must be transported in accordance with “Guidelines for the Transport of GMOs” June 2001.
- 2.4 All GMOs must not be removed from the facility unless they are to be transported to a containment facility certified by the Regulator, to PC1 or higher containment level.
- 2.5 All users of approved GMOs (including exempt dealings) must sign out all animals removed from the facility on the sheet directly outside the barrier.

2.6 Animal carcasses (including animals infected with GM-micro-organisms or GM animals) must be removed in a sealed body bag and placed in the bio-hazard bin in the Cold room (S623) for incineration. Due to OGTR regulations the cold room door is to remain locked at all times. Ask LAS staff for key location.

* Animals will only be considered for return to the facility if arranged and authorised prior to their removal by the Facility Coordinator.

3. Mouse/Rat transport from PC2 Barrier:

- *Bio-Containment Rooms - Cert 529/2002*

- 3.1 All procedures in section 1 are to be followed, including transporting animals within their animal cage and then placed into a secured transport box (transport box lid taped with masking tape to the base) prior to removal *from the pathogen room*.
- 3.2 The transport box must then be sprayed with F10 Vet Disinfectant (4ml per 1L)
- 3.3 All personnel are to follow traffic flows and procedures as per SOP MSAH#3 (Bio-Containment Entry and Exit).

4. Mouse/Rat transport from PC2 Barrier:

- *Isolation Room – Cert 450/2002*

- 4.1 All procedures in section 1 are to be followed, including transporting animals within their animal cage and then placed into a secured transport box (transport box lid taped with masking tape to the base) prior to removal *from the isolation room*.
- 4.2 All personnel are to follow traffic flows and procedures as per SOP MSAH#53 (638 Containment).

5. Mouse and Rat transport from Conventional Rooms

- 5.1 All rodents should be transported within their animal cage and then placed into a secured transport box (transport box lid taped with masking tape to the base) prior to removal.
- 5.2 All animals from the conventional facility may be returned to the conventional facility within 24 hours.
- 5.3 Animals held outside the Medical School Animal Facility for longer than 24 hours are then **Prohibited** from returning, unless by authorized consent by the Facility Coordinator.
- 5.4 All animals that are to be returned, must be isolated from other rodents and holding areas (ie other animal facilities)
- 5.5 Small animal carcasses must be in a sealed body bag and placed in the bio-hazard bin in the Cold room (S623) for incineration. Due to OGTR regulations the cold room door is to remain locked at all times. Ask LAS staff for key location.

6. Sheep transports

- 6.1 All sheep transports are to be coordinated with the Facility Coordinator and housed in accordance with the AEC endorsed Housing Policy for Sheep
- 6.2 It is the responsibility of LAS to handle all sheep deliveries in accordance with SOP MSAH#15 (Animal Deliveries) and Animal Handling SOP #205 – Sheep
- 6.3 All LAS staff **must** wear protective leather gloves when moving sheep crates
- 6.4 When moving sheep crates **two** LAS staff **must** be handling the movement **at all times**
- 6.5 When encouraging sheep into or from a crate or lifter into a pen, weighing device or transport vehicle LAS staff are not to use body limbs to pin the sheep from movement but to block the sheep from moving with a board.
- 6.5 Open the gate of the crate or lifter while simultaneously placing the board where the closed gate had been.
- 6.6 Once the crate or lifter is in position, lock the brakes (of all equipment on wheels) and remove the board
- 6.7 Encourage sheep to move from crate or lifter into pen, weighing device or transport vehicle.

6.8 Larger animals (sheep) are disposed of in a bio-hazard bin and taken to the cold room (S623) to be disposed of the following morning, by the person who euthanased the animal. All yellow bins are to be lined with TWO black bio hazard bin liners, and sealed at the top before being locked for collection.

7. **Pig Transport from AQIS PC2**

- 7.1 All pig transports are to be coordinated with the Facility Coordinator and house in accordance to AEC endorsed Housing for pigs, along with AQIS QAP QC1 conditions of approval (see SOP #64)
- 7.2 Transport crate may only be opened and animals housed in the QAP QC1/PC2 Facility
- 7.3 When opening the crate, check the general condition of the pig (i.e. not dehydrated, heat stressed etc) and fill in Pig Initial Health Check Sheet (form MSAH#130), if there are any anomalies contact the Facility Coordinator immediately, identify the pig and Contact Animal Welfare Officer – Denise Noonan mobile: 0421 615 147
- 7.4 When removing the pig from the transport crate check the sex and direct the animal to within the pig pen. Contact Facility Coordinator if the animal ID and or sex do not correspond to the information supplied.
- 7.5 Transfer all of the information e.g. number, sex and strain from the shipper on to cage label, plus the researcher's name, and ethics number. Laminate the cage label and stick tape to the wall above the pen out of reach of the pig.
- 7.6 Once all of the animals have been unloaded, all animals MUST have food and available water. Ensure that the water dispensers are operating properly before exiting pig room 644.

7. **Empty Animal Cages being returned to the Animal House from Laboratories**

- 7.1 All cages that have left the Animal House MUST NOT be returned until they have been placed into sealed biohazard bags for Autoclaving within the lab only.
- 7.2 When returning cages to be autoclaved please ensure they are packed in the following way:
 - Always use high heat (140°C) biohazard waste bags.
 - Place dirty bedding, food, cards and rubbish into one autoclave bag and seal
 - Place lid/s and cardholders into another bag and seal
 - Place cage bases “back to back” into another bag and seal
 - Place water bottle with water and bung into container on bench in LAS foyer
 - Place all used transport boxes into another bag and seal
 - Label ALL bags with your name and department
- 7.3 Do not stack cages inside each other as they will warp and stick together during the autoclave process in biohazard bags
- 7.4 Do not place cage lids on top of bases as they will sink into the cage and are unable to get out
- 7.5 Do not place lids and cage bases in the same autoclave bag
- 7.6 Do not place water bottles in with cages or lids and ensure they are brought back with water otherwise they collapse when autoclaved.
- 7.7 Do not return cages to the washroom without being sealed in biohazard bags unless they are coming direct from an animal room and have NOT left the facility.
- 7.8 Put all *sealed* bio-hazard bags on the rack left hand side near the autoclave in the barrier washroom
- 7.9 Place all *sealed* bags of dirty bedding directly into a yellow Bio-hazard bin

8. **Departmental Animal Holding Rooms**

- 8.1 Departmental Animal Holding rooms must only be used for “Short term” holding (ie – no more than 5 days)
- 8.2 Animals held within these room *are not* allowed to return to the Medical School Animal Houses’ holding rooms

9. Adelaide Microscopy Image Suite

- 9.1 There is currently no return allowed of animals that are transported to the Image Suite
- 9.2 Contact the Facility Coordinator for further updates

10. Interstate / Overseas Exports

- 10.1 Animals to be sent interstate or Overseas are to be coordinated through the Facility Coordinator

11. Interstate / Overseas Imports

- 11.1 Animals to be obtained from interstate or Overseas are to be coordinated through the Facility Coordinator
- 11.2 No animals will be accepted into the Facility without prior authorisation.