

	Flinders University Safe Work Method Statement Mouse – Transportation 18/06/19		
			College of Medicine and Public Health Animal Facility
SWMS Number	RA Number		RA Score
SWMS- 1.7	RA1.7		Medium
Contact Person	SWMS prepared by	AWC Approval Date	Review Date
Roxanne Collingwood	Roxanne Collingwood	18/06/2019	June 2021

Contents

The SWMS **Mouse – Transportation** contains the following sections:

- Legislation
 - University Policy
 - Local Policy
 - Safe Work Method Statement
 - Personal Protective Equipment Required
 - Hazards and Controls
 - Before Work Commences
 - General Information
- Minimum Standards for Transportation
- Office of the Gene Technology Regulator (OGTR) - Genetically Modified Organism (GMO) Transport Guidelines
- Shippers, Caging, and Stocking Density
- Transportation with in the FMC
- Local and Interstate Transport

Legislation

- *Australian Code for the Care and Use of Animals for Scientific Purposes 8th Ed.*
- *Animal Welfare Act 1985*
- *Animal Welfare Regulations 2012*
- [Gene Technology Act 2000](#) (the Act)
- [Gene Technology Regulations 2001](#)
- *Work Health and Safety Regulations 2012*

University Policy

- Work Health and Safety Policy 2013
- Responsible Conduct of Research Policy 2016
- NHMRC Guidelines

Local Policy

Use of the College of Medicine and Public Health Animal Facilities by all staff and researchers of the College of Medicine and Public Health, Flinders University, is subject to awareness of, and adherence to the following:

Research Involving Animals:

- The University holds a licence for the use of animals for teaching and research purposes. To satisfy the requirements of the licence, anyone wishing to undertake teaching and research using animals must submit a proposal to the Animal Welfare Committee (via the Animal Ethics Review Sub-Committee). No work with animals may commence until written approval has been received from the Animal Welfare Committee. Standardised application forms for Research and Teaching can be found on the Flinders University website listed below. It is your responsibility to regularly check this site for updates to guidelines, forms etc
http://www.flinders.edu.au/research/researcher-support/ebi/animal-ethics/animal-ethics_home.cfm

- **All staff and students involved in animal research must complete Animal Ethics Online Training (AEOT) and must also regularly attend Animal Researcher Information Sessions (ARIS).**

Safe Work Method Statement

Refer to Risk assessments, Safe Work Method Statements for chemicals, processes and plant equipment where appropriate. All projects must have an accompanying Risk Assessment signed by the Animal Facility Manager

- SWMS 1.0 Mouse- Sexing, Handling, Restraint and Ear Notching
- RA 1.0 Mouse- Sexing, Handling, Restraint and Ear Notching
- SWMS 1.9 Mouse – PC1, PC2 and Infectious Containment Husbandry
- RA1.9 Mouse – PC1, PC2 and Infectious Containment Husbandry
- SWMS 10.2 - Emergency Contingency
- RA 10.2 - Emergency Contingency

Personal Protective Equipment Required

- **Gloves – to be worn throughout entire procedure**
- **Gown**
- **Mask**
- **Hair Net**
- **Shoe Covers**

Hazards and Controls

- **Animal bites- training, demonstrate competency, adhere to SWMS.**
- **Animal Scratches- training, demonstrate competency, adhere to SWMS.**
- **Unintentional release of GMO- number of animals checked and recorded on “Researcher Movement Sheet”. Cage/ shipper secured with in the Animal room or PC facility to prevent accidental release. Attend Biosafety training every 3 years.**

Before Work Commences

Ensure that you are aware of the locations of the following:

- **Spill Kit**
- **Fire Extinguisher**
- **Eye Wash**
- **Exit**

Risk Assessment and SDS (Safety Data Sheet) - Ensure that you have read and understood for all the substances being used.

Equipment

- **Check for safety and electrical compliance**
- **Ensure that you have read and understood the Risk Assessment and Safe Work Method Statement**
- **Obtain training and demonstrate competency before using any equipment**

General Information

- **All procedures are to be performed by trained competent staff.**
- **Training is available from senior animal house staff or Animal Welfare Officer.**
- **Evidence of training must be available on request**

Minimum Standards for Transportation *

- 1) Containers for domestic, local and internal transportation of animals must be:
 - Adequately ventilated (with reduced stocking rates in containers with filters);
 - Vermin- and escape-proof;
 - Durable (including crush-proof);
 - Sufficiently spacious (higher stocking densities than normal housing may be required to prevent injury); and
 - Provided with appropriate bedding (for thermoregulation and impact absorption).
- 2) Rodents should be transported in compatible groups of familiar animals, formed at least 24 hours before transport commences.
- 3) Sick or injured animals should be transported only for purposes of treatment, diagnosis or euthanasia.
- 4) Consideration should be given to the transport of pregnant animals.
- 5) Comply with the International Transport Association, AQIS and the OGTR regulations.

**Dept. Primary Industries "Code of Practice for the Housing and Care of laboratory Mice, Rats, Guinea Pigs and Rabbits" 2004*

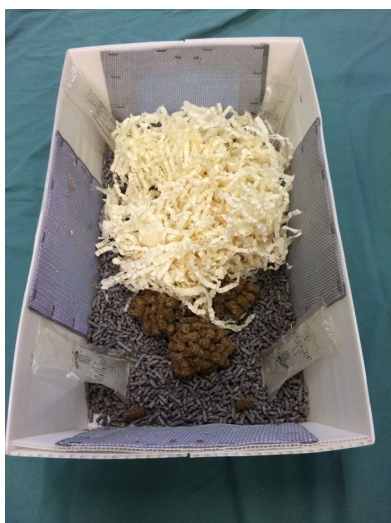
Office of the Gene Technology Regulator (OGTR) - Genetically Modified Organism (GMO)
Transport Guidelines

NOTE: A fully executed Material Transfer Agreement (MTA) is required before any GMOs can be transported between institutions.

- **In the event that an unintentional release occurs, the IBC must be contacted as soon as possible, and within 24 hours of the event, on (08) 8201 5277.**
- For transport of PC1, genetically modified (GM) animals, refer to the '*Transport of Genetically Modified Animals*' SOP on the Biosafety webpage.
- For transport of animals containing PC2 GM microorganisms, refer to the '*Transport of Genetically Modified Microorganisms*' SOP on the Biosafety webpage.
- In the event of an unintentional release of a GM animal or an animal containing GM microorganisms, please refer to the '*Spill or Unintentional Release flowchart – PC Animal Facilities*' on the Biosafety webpage.

Shippers, Caging, and Stocking Density

- Shipper / Transport boxes photos:



Large- 27cm(w) x 48cm(l) x 20cm(h)
Total floor area 1296cm²



Small- 24.5cm(w) x 32cm(l) x 15.5cm(h)
Total floor area 784cm²



Static Micro-isolator
18cm(w) x 29cm(l) x 12cm(h)
Total floor area 522cm²



IVC – Individually Ventilated Cage
Allen Town
Mouse- 18cm(w) x 38cm(l) x 12cm(h)
Total floor area 684cm²

Minimum Housing Standards for Laboratory Mice *

Cage Type	Area cm ²	Maximum No. Mice (<30g)	Minimum Gel Packs
Large Shipper	1296	20	4
Small Shipper	784	10	2
IVC- Allen town	684	6	N/A
Micro-isolator	522	5	N/A

**Dept. Primary Industries "Code of Practice for the Housing and Care of laboratory Mice, Rats, Guinea Pigs and Rabbits" 2004*

Transportation with in the FMC

- Staff and researchers are required to check the number of animals in the cage matches the number of animals on the cage card before leaving the animal room. If the numbers do not match, contact one of the Animal Facility Staff immediately.
- Animals leaving or entering the room must be recorded on the "Animal Movement Check List" located in each animal room.
- Cage lids must be secured with rubber bands, masking tape, and IVC lids latched before leaving the room to ensure that animals cannot escape if cages are accidentally dropped.
- PC1 and PC2 animals may only be transported to another facility of the same containment or higher.

- PC2 animals must be transported in lockable PC2 trolley (preventing the possibility of an unintentional release).
- When transporting multiple cages, two people should be present to ensure cages are secure on the trolley and unable to fall off.
- Cages should be covered with a drape if animals are transported from the Animal Facility to Laboratories with in the FMC.
- Water bottles should be removed to prevent bottles leaking and flooding the cages during transportation, and returned to the animal when they arrive at their destination.



Cage secured for transportation



Lockable PC2 trolley

Local and Interstate Transport

- Shipment should be organised by a courier company that specialises in the shipment of animals, uses a climate controlled vehicle, and offers a door to door service.
- Check the ambient temperature at both the place of origin and destination. Animals **MUST NOT** be shipped if the ambient temperature is 34°C or above, and may need to be rescheduled.
- Using the appropriate size shipper for the number of animals (refer to Shippers, Caging and Stocking Density), put sufficient bedding to cover the bottom of the shipper, shredded paper, food, and gel packs into the shipper. Note: gel packs must be opened prior to putting animals into the shipper.
- Clearly label the lid with the senders and receivers name of the facility, address, name, and phone number of a contact person. If animals are GMOs, shippers must be labelled accordingly.
- The lid must also have documentation of the strain, number, sex, and age of the animals to be shipped.
- If GMOs are to be transported, fly wire should be stapled over the shipper to prevent the possibility of an accidental release when removing the lid.
- Shipper must be firmly secured with strapping tape.
- Ask the dispatcher to confirm when the shipment of animals has been collected, and receiver to confirm that all animals are accounted for and in good health.

SWMS Review

This SWMS currently applies to the animals housed in the College of Medicine and Public Health Animal Facility. This SWMS will be reviewed 3 yearly, but also updated more frequently as policies, techniques and animal care requirements change.

Position	Name	Contact Details
Manager Animal Facility	Roxanne Collingwood	8204 4380 roxanne.collingwood@flinders.edu.au
Animal Welfare Officer	Dr Lewis Vaughan	0450 424 143 awo@flinders.edu.au

Useful References

<http://www.nhmrc.gov.au>

<http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/Content/home-1>

<http://www.adelaide.edu.au/ANZCCART/>

http://www.flinders.edu.au/research/researcher-support/ebi/animal-ethics/animal-ethics_home.cfm

http://www.flinders.edu.au/about_research_files/Documents/ebi/ibc/Biosafety%20Manual.pdf

<http://www.depi.vic.gov.au/agriculture-and-food/animal-health-and-welfare/animal-welfare/animal-welfare-legislation/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-housing-and-care-of-laboratory-mice,-rats,-guinea-pigs-and-rabbits>

Any questions regarding the above guidelines and any technical advice/ assistance required can be directed to Animal Facility Manager.