


Biological Resources 	Standard Operating Procedure UQBR SOP 57a – Tracking Animals Held Outside of UQBR Facilities within UQ - Researchers		Page 1 of 5
	Contact: UQBR Director	Location: UQBR Facilities	Revision: 4

UQBR SOP 57 - Tracking Animals Held Outside of UQBR Facilities within UQ - Researchers

Purpose

These procedures explain the workflows for tracking animals held outside UQBR animal facilities within UQ infrastructure.

Scope

The University has identified a number of risks associated with animals held in labs. These are unique risks associated with OHS, Biocontainment and Animal Welfare when holding animals outside a dedicated holding facility.

The procedures will help to ensure spaces holding animals for research remain compliant with relevant legislation and UQ Policies and Procedures.


This document is for use by all UQBR staff involved in tracking animals held outside UQBR animal facilities, and for research staff who are responsible for the animals held in their assessed and approved laboratory spaces.

Refer to UQ policy and procedure [4.20.12](#) for further Information.

Roles and Responsibilities

- UQ Researchers Staff and Students
- UQBR Orders Administration Staff
- UQBR Database Administrator
- UQBR Database Breeding Administrators
- UQBR Technicians
- UQBR Facility Contacts

Originator: UQ Biological Resources	Active Date: August 2018
Reviewed: UQ Biological Resources	Approved: UQ Biological Resources

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UQ Research Staff – Packing own animals in UQBR facilities to take to labs

1. Ensure a Database Colony ID is created prior to transport, a colony ID is unique for each strain and location of animals in labs. Refer to facility contacts to create new Colony ID's (Figure 4).
2. Record all animals details in the room movement sheet (standard compliance requirement)
 - Cull – Animal culled inside facility
 - Experiment – Culled inside facility
 - Procedure – Culled inside facility
 - To Lab – Live Animal moved to UQ approved lab

Date	Name mice held under/Lab	Strain	Activity (e.g. cull, To Lab) (Building, room and colony)	# of animals	Box/ID number	Sex	DOB	AEC #
29/07/16	Amy East/Smith lab	BALB/C	To Lab MacGregor Rm 999 COL9999	5	#5 - 10	F	1/5/16	999/15


Figure 1 Movement Sheet Example

3. Fill in a blank tracking label (Figure 2) and affix to transport box.
 - i. One tracking label per box of animals
 - ii. Ensure all sections within the tracking label are completed

University of Queensland Biological Resources (UQBR) LIVE ANIMAL – Lab Tracking Label (UQ PPL 4.20.12) All fields must be completed and legible		From AIBN	Going To Building #79 UQ QBI
Packed By: John Smith	Lab name: Mickey	Collection Date: 01/01/19	
AEC #: 111/19	Strain Name: C57Bl/6J	Destination Colony # or Lab Room #: 1543	
Animal # in box: 5	Animal IDs: #564 543 324 654 345		
UQBR Facility Contact Details:		Phone: 334 66310	Central Email: gbi.animalteam@uq.edu.au
Tracking Details (UQ PPL 4.20.12) – See below All fields must be completed and legible. One label per Transport Box			
AEC Approved Responsible person: John Smith	Phone No 334 43212	Signed JS	
Feed, water and health checks completed (date/time/initials)	Approved tasks completed (date/time/initials)	Animal Facility Email: gbi.animalteam@uq.edu.au	
		Euthanasia date:	
		Notified Facility (✓): <input type="checkbox"/>	
		Transport container returned (✓): <input type="checkbox"/>	
Notify Animal Facility contact when animals have been euthanased. Retain this tracking label with your research records.			

Figure 2 Completed Tracking Label Example

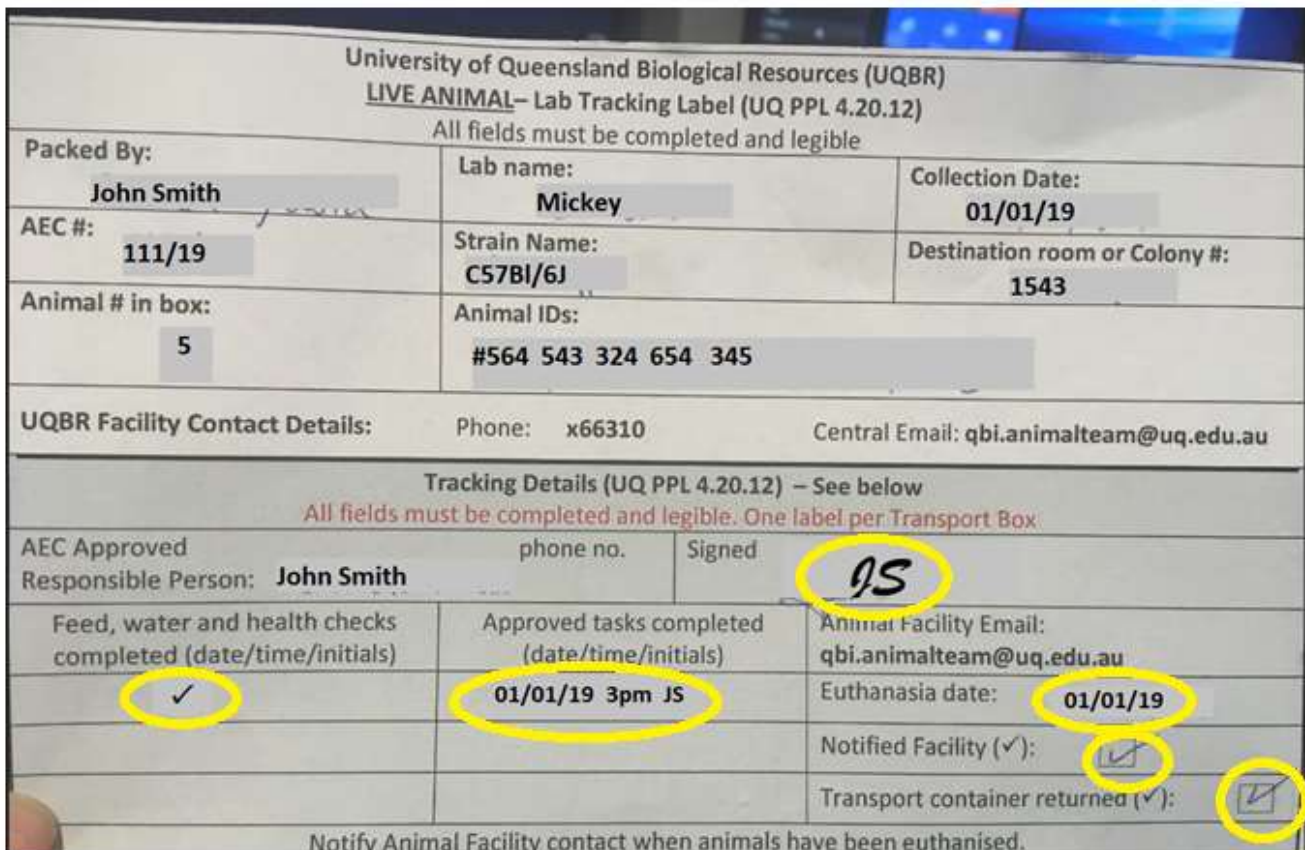
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UQ Research Staff – Responsibilities while animals are in the lab space

The researcher responsible for the animals in their lab is required to

1. Sign the transport box tracking label to confirm their responsibility of care to that box
2. Perform daily feed, water and health checks and project specific tasks on the animals
 - i. Complete the tracking label daily to indicate checks have been completed
3. When the animals have been euthanised
 - i. Dispose of the cadavers appropriately
 - ii. Notify the animal facility contact for your building via e-mail (Figure 4)
Photo of completed tracking label sufficient (Figure 3)
4. Return the transport container to the designated return point immediately
5. Retain the tracking label applying the UQ Policy on research data management




University of Queensland Biological Resources (UQBR)
LIVE ANIMAL- Lab Tracking Label (UQ PPL 4.20.12)
All fields must be completed and legible

Packed By: John Smith	Lab name: Mickey	Collection Date: 01/01/19
AEC #: 111/19	Strain Name: C57Bl/6J	Destination room or Colony #: 1543
Animal # in box: 5	Animal IDs: #564 543 324 654 345	
UQBR Facility Contact Details: Phone: x66310 Central Email: qbi.animalteam@uq.edu.au		
Tracking Details (UQ PPL 4.20.12) – See below All fields must be completed and legible. One label per Transport Box.		
AEC Approved Responsible Person: John Smith	phone no.	Signed: JS
Feed, water and health checks completed (date/time/initials) ✓	Approved tasks completed (date/time/initials) 01/01/19 3pm JS	Animal Facility Email: qbi.animalteam@uq.edu.au
		Euthanasia date: 01/01/19
		Notified Facility (✓): <input checked="" type="checkbox"/>
		Transport container returned (✓): <input checked="" type="checkbox"/>

Notify Animal Facility contact when animals have been euthanised.

Figure 3 Example of a returned completed tracking label

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Returning Animals from UQ LAB to UQ Approved Animal Facilities

Occasionally animals are taken to LAB spaces to complete surgery or procedures and then returned to UQ approved animals facilities for holding.


1. Follow above workflow to transfer animals from UQBR to LAB space
2. Return animals from LAB to UQBR
 - a. Update movement sheet
 - b. Leave tracking label on the new cage
3. UQBR Technicians will update the database for this movement

UQBR will archive these tracking labels unless they are requested to be held by the researcher.

UQBR Facility Contact Responsible to complete animal record updates within allocated UQ Building	UQ Building
SCMB Facility Contact uqbrscmb.colonies@uq.edu.au	#76 School of Chemistry and Molecular Biosciences #57 Centre for Advanced Imaging #81 Otto Hirschfeld Building
HMRC Facility Contact bsconv@uq.edu.au	#71 Centre for Clinical Research
IMB Facility (Rodent) mouse-orders@imb.uq.edu.au	#80 Institute for Molecular Bioscience
TRI Facility	No animals taken to lab
PACE Facility Contact	No animals taken to lab
QBI Facility Contact qbi.animalteam@uq.edu.au	#79 The Queensland Brain Institute # 64 Ritchie Research Laboratories
Aquatics Facility Contact group-azpf@imb.uq.edu.au	#80 Institute for Molecular Bioscience
AIBN Facility Contact colonies.aibn@uq.edu.au	#75 Australian Institute for Bioengineering and Nanotechnology
Integrated Physiology Facility m.flint2@uq.edu.au	#65 Skerman Building #64 Sir William MacGregor Building

Figure 4 UQBR Central Email List – Animals in Labs

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APPENDIX

Daily Orders List Label

This label is created by the Orders Administrator and distributed with the Daily Orders Lists. The label must be printed within the animal facility and attached to the transport container.

Order #	XXX	University of Queensland Biological Resources (UQBR) LIVE ANIMAL – Lab Tracking Label	
DELIVER TO:		SENT FROM:	
School / Institute		UQBR Facility Name – Manager name	
Building #XX Room XXX LAB		Bldg #XX Street Address	
Campus, Suburb, Postcode		Campus, Suburb, Postcode	
		Ph: xxx xxxxx	
		Order Details:	
		Researcher name/Lab Name	
		Database Colony # XXXX	
		Phone XXXXX	AEC XXX/XXX
Special Instructions:		Delivery Instructions	
Animal Details and ID's			
Plug date:		P stage DOB:	
Packed by:		Date:	
		Box _____ of _____	
Tracking Details (UQ PPL 4.20.12) – See below All fields must be completed and legible			
AEC Approved Responsible Person:		Signed	
Feed, water and health checks completed (date/time/initials)	Approved tasks completed (date/time/initials)	Animal Facility Email:	
		Euthanasia date:	
		Notified Facility (✓): <input type="checkbox"/>	
		Transport container returned (✓): <input type="checkbox"/>	
Notify Animal Facility contact when animals have been euthanised. Retain this tracking label with your research records.			

Figure 5 Example of Daily Order List Tracking Label

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