

SOP No: AHT 02

SUBJECT: Importing Laboratory Animals into UQ

POLICY: For any animals entering UQBR facilities, the import process must be handled by the UQBR Imports Officer. This is to ensure acceptable health status of the animals and space availability in facilities approved by The Australian Quarantine Inspection Service (AQIS)

PRECAUTIONS: Obtain prior approval from the Animal Ethics Committee (and the Institutional Biosafety Committee if genetically modified animals are involved).

- Ensure all government import regulations and procedures are followed.
- Check the UQBR strains (www.uq.edu.au/uqbr) list and The Australian Phenomics Facility (APF) database to determine if the animals are available locally or elsewhere in Australia.
- Only use accredited animal transport companies. (discuss with UQBR imports officer)

EQUIPMENT:

PROCEDURE:

1. UQ Researcher is to complete and sign the UQBR Imports Information form and return to the Imports Officer.
2. The Imports officer will:
 - a. Contact the sending researcher for animal facility address details and request the most recent health reports for the area of their animal facility where the animals to be sent reside.
 - b. Apply for an AQIS Import Permit.
 - c. Upon receipt of the requested health reports, decide whether AQIS approved quarantine will be required (depends upon the results in the health reports).
 - d. Assign the receiving UQ animal house destination.
 - e. Contact the receiving animal house manager and submit copies of the health reports and information form for approval.

- f. Prepare shipping documents.**
- g. Send official “Approval to Ship” to the sending institution (this includes instructions for them to use a reputable courier service to send the animals).**
- h. Liaise with the courier service and notify receiving animal house of shipping/delivery dates.**
- i. Track the shipment.**
- j. Follow up blood testing/AQIS clearance (when quarantine is required).**
- k. Notify UQ researcher of status of shipment at all steps throughout the procedure.**
- l. Animals will be shipped by Air and Road according to SOPs [AHT28a](#) and [AHT28b](#). Ensure that the animals are transported by the most direct route available.**
- m. Inform the animal welfare unit if any issues arise requiring their attention during importation.**

RECOMMENDATIONS:

DATE ISSUED: 28.04. 2010

REVISED:

REFERENCES