SOP #1 TRANSPORT AND DELIVERY OF MICE AND TISSUE

Phenomics Australia Histopathology and Slide Scanning Service recommends the use of disposable transport containers with gel food and water satchels.

Phenomics Australia adheres to The Department of Primary Industries - Code of Practice for the Housing and Care of Laboratory Mice. The Histopathology and Organ Pathology service has animal ethics approval and OTGR certification to receive and handle genetically modified mice and to conduct necropsies.

Transport requirements

- Genetically Modified (GM) mice must be shipped in a sealed, unbreakable primary container. Phenomics Australia recommends **Jetpets animal couriers.**
- Ensure you arrange for the live animals to arrive at The University of Melbourne **on the scheduled necropsy date by 9.30am**
- Prior to delivery notify staff at The University of Melbourne, Phenomics Australia

  Phone: +61 3 83448044 or
  Email: t.cardamone@unimelb.edu.au

- For interstate deliveries, overnight transport is recommended.
- Indicate an estimated day and time of delivery.
  It is **NOT** recommended that animals are sent on a Friday.
- Ensure the box contains sufficient bedding and nesting material.
- Add sufficient transportation gel to last for at least twice the estimated journey time. Phenomics Australia recommends Able Nectar Sachets.
- Close and seal the transport box.
- Label the transport box with the contact details for both the sender and the recipient.
- Label the box to indicate that it contains **live** animals, the **numbers** of animals it contains and which is the **'upper side'** of the transport box.
- Attach an envelope containing:

  a. The latest **health report** and other relevant information from the facility where the mice originated from including **mouse ID key** relevant to the facility of origin.

b. A copy of a completed form 1.3 Phenomics Australia Request for Animal and Tissue Investigation form.
This is available upon request – **t.cardamone@unimelb.edu.au**

c. If applicable, a copy of the legal documentation required for exportation from the sender's country and importation into the recipient's country.

Delivery Details

ATTENTION: TINA CARDAMONE/AIRA NUGUID

Phenomics Australia- Histopathology and Slide Scanning

The University of Melbourne, Department of Anatomy and Physiology

LEVEL 2 (ground) Medical Building 181, Room E240B

Grattan Street, PARKVILLE, VIC 3010

Ph: +61 3 83448044 or 83447646 or **0438181095**

It is recommended that interstate deliveries are arranged for **overnight** transport.

Sending Fixed Tissue

If animals are too affected to be sent live and in danger of dieing in transit, a post mortem (tissue harvesting under direction by Phenomics Australia Histopathology Staff) must be undertaken at the facility of origin and arrangements made to send fixed tissue.

Fixed tissue can be sent to the Phenomics Australia Histopathology and Slide Scanning Service once the following conditions are met.

Notify Phenomics Australia Histopathology and Slide Scanning Service

+61 3 83448044 or 0438181095 Tina Cardamone

+61 3 83447646 Aira Nuguid

t.cardamone@unimelb.du.au

The necropsy must be performed by an experienced Phenomics Australia associated technician adhering to specific tissue/preparation protocols. These are available upon request **t.cardamone@unimelb.edu.au**

- Place blocked tissue in 10% Neutral Buffered Formalin (10% NBF) for 24 hours.
- Place cassettes in a non- breakable sealed container and surround cassettes with10% NBF saturated cotton wool and place in a second sealed container. **All tissue is to be double contained.**

All appropriate documentation must accompany tissue including:

(a) Completed 1.3 Form- Phenomics Australia Histopathology and Slide Scanning Service Request for Animal and Tissue Investigation form. This is available upon request - **t.cardamone@unimelb.du.au**
(b) The latest health report and other relevant information from the facility of origin.

Contact:
Tina Cardamone
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T: 03 83448044
The University of Melbourne
Department of Anatomy and Physiology
Medical Building (181)
Grattan street, Parkville
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