
Overview

This standard covers processing delivery requests for animals to customers who may be part of the same establishment, but situated in a different building, or may be customers at a different establishment.

You will be expected to check that the request can be fulfilled, complete the required paperwork and labelling, select the transport container appropriate for the species, age, weight, number and duration of journey, and ensure the needs of the animals are provided for to reduce the stress of the journey.

You must be aware of current regulations and guidelines for the transportation of animals within the UK, the EU and other destinations.

This standard is for animal technologists in Home Office designated establishments.

It is essential that you work strictly within the limits of the relevant project licence.

Performance criteria

You must be able to:

1. confirm that your work is carried out in accordance with the approved codes of practice and the organisation's procedures and within the limits of your authority, expertise, training, competence and experience
2. carry out work in accordance with the relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and the organisation's policies
3. assess the risks to health and safety before starting and throughout the activity
4. comply with legislation, codes of practice and the organisation's policies relating to the care and welfare of animals in a Home Office designated establishment
5. use safe practices and the correct clothing and personal protective equipment (PPE) for the activity
6. maintain the required levels of hygiene and biosecurity in accordance with the organisation's procedures
7. maintain communication with colleagues and all those involved in, or affected by, your work
8. check and confirm the requirements of the delivery request
9. clarify any unclear instructions with the customer
10. process customer requirements regarding animal specifications according to the organisation's procedures
11. communicate any difficulties in meeting delivery requirements to the customer without delay, and offer support regarding potential solutions
12. select animals to fulfil the requirements of the order and confirm that they are fit for transportation and can be legally transported
13. select a transport container and means of transport which ensures the wellbeing of the animals, in accordance with legal and the organisation's requirements
14. check that the container to be used for the transportation of animals is clean, safe, secure and ready to receive the animals
15. provide the animals with food and water, when required, and comfort, while in transit in accordance with the relevant legislation and the animals' needs
16. use an appropriate method to transfer animals safely and securely to the transport container
17. use safe and humane animal handling and restraint methods such that the

animal is not distressed or caused harm

18. establish the animals within the container and make them safe and secure for the journey

19. confirm that the containment of animals complies with the relevant legislation and optimises their health and welfare, including export requirements and restrictions, where relevant

20. confirm that all the required documentation is completed, including any species-specific requirements such as mouse passports, and that the container is clearly labelled in accordance with legal and the organisation's requirements

21. despatch containers to customers according to the requirements of the order

22. check information about the destination and expected time of arrival

23. keep accurate and up-to-date records as required by the relevant legislation and the organisation

24. conduct all activities within the provisions of the project licence

Knowledge and understanding

You need to know and understand:

1. your responsibilities under the relevant environmental and health and safety legislation, codes of practice and the organisation's procedures
2. your responsibilities for the care and welfare of animals in a Home Office designated establishment under the relevant animal welfare legislation and Home Office codes of practice
3. the importance and correct use of appropriate personal protective equipment (PPE) when carrying out activities in a Home Office designated establishment
4. the importance of maintaining the appropriate levels of hygiene and biosecurity and the procedures for this
5. how to process delivery requests for animals both internally and externally, in accordance with the organisation's requirements
6. how to check requests and interpret customer specifications and requirements
7. the actions to take if an order cannot be met or only partially met
8. the importance of communicating any difficulties in meeting the order to the customer
9. how to assess the fitness of animals to be transported, the conditions that exclude them from transportation and the consequences of transporting unfit animals
10. the factors affecting the selection of a suitable transport container to despatch animals to customers, including:
 - K10.1 feeding and watering requirements
 - K10.2 species
 - K10.3 number of animals
 - K10.4 the sex, age and/or weight of the animals being transported
 - K10.5 length of journey
 - K10.6 transport method
 - K10.7 monitoring requirements
11. how the transport container needs to be prepared for the animals, to maintain their safety, security, health and welfare
12. the systems for providing food and water to animals in transit, when required
13. the factors that cause animals stress when being transported and how to minimise these
14. the legal requirements in relation to the stocking density and the number of

animals being transported

15. how to determine the age and sex of animals
16. the weighing methods and the use of balances where required
17. the safe and humane methods of animal handling and restraint
18. the documentation that needs to be completed and the requirements for labelling of containers for both UK and overseas delivery to customers
19. the current regulations and guidelines for transporting animals in the UK and inside and outside of the EU that are relevant to your establishment
20. the current legislation, codes of practice and appropriate guidelines on the care of laboratory animals in transit
21. the legal requirements in relation to maximum journey times and distances
22. the destination and estimated time of arrival, why this information is needed and the importance of confirming it
23. the information that needs to be recorded and the organisation's procedures for this
24. the provisions of the project licence

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Process delivery requests for animals in a Home Office designated establishment



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