Introduction - Biological Specimen Preparation Tool Kit

Background

In early 2019 two Queensland Museum workers contracted Q Fever, the Queensland Museum entered into an enforceable undertaking and agreed to resolve the risks and assist the community and museum industry. The risk of contracting Q Fever from cattle have been well understood by industry however the risk of contracting Q Fever from native Australian animals has not been fully appreciated. With this Tool Kit the Queensland Museum are sharing these learnings to benefit industry.

Scope

This Tool Kit is developed as a source of information for Taxidermists and Museums that prepare vertebrate specimens for collection. This package contains a series of information sheets and methods that can be used to safely prepare biological specimens. Biological specimens can present a zoonotic risk for those collecting and preparing the specimen and others that are nearby. This toolkit focuses on the safe preparation of mammal and bird specimens however also specimens can present zoonotic risk.

Summary

This tool kit has been developed in consultation with industry stakeholders, Work Health and Safety (WHS) specialists and representatives from the Queensland Museum.

This tool kit does not address the requirements for authority or permits to collect specimens. The restrictions are managed and enforced by government agencies based on the location or origin of the specimen and the agency collecting the specimens.

1	**Zoonotic Risks**	Identify the Zoonotic risks from biological specimen types being collected.
2	**Process Risks**	Identify the risks from the work being performed.
3	**Assess the Risks**	Assess the severity of the risks from the work being performed to prepare a biological mammal or bird specimen.
4	**Vaccination**	The vaccination requirements and processes for those handling mammal or bird specimens.
5	**Specimen collection steps**	Provide clear instruction to workers and volunteers regarding the handling of biological specimens that have been donated or collected.
6	**Storage containers**	List the different plastics and glass types that are suitable for storage of biological specimens.
7	**Decontamination**	The chemicals that are used to decontaminate surfaces and equipment. How decontaminate equipment and what methods to use.
8	**Laboratory Requirements**	Review the preparation and storage areas for safety, capacity and function.
9	**Laboratory Checklist**	List of requirements to use to assess compliance of biological specimen preparation laboratory facilities and practices.
10	**Communication and Information**	Inform workers, visitors and members of the public about biological specimen risks and how to keep themselves and others safe.
11	**Laboratory equipment**	List of equipment and personal protective equipment and suppliers that were used to fit out of a Biological Specimen Preparation (BSP) laboratory.
12	**Laboratory services**	The services organised to support the operation of a BSP laboratory.
Attachment A - Example Zoonoses Management procedure - How the organisation will manage the risks. **Attachment B** - Example Laboratory Operations Manual - Governs the Operation of Laboratories. **Attachment C -** Example Standard Operating Procedure (SOP) and Training Excel Tool – risk assessment, provision of clear instruction for complex tasks and record training. **Attachment D** – Example Fridge Freezer Inventory.		