UiO : Universitetet i Oslo
Institutt for medisinske basalfag, Seksjon for komparativ medisin

Standard operasjonsprosedyre:
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INTERNAL AND EXTERNAL COMMUNICATIONS RELATING TO PROJECTS

1.0 PURPOSE

1.1 To facilitate good communications internally at KPM and between KPM and its users.
1.2 To ensure that all safety measures are in place before the start-up of projects.
1.3 To make sure that all safety measures are communicated to those concerned.

2.0 DIVISION OF RESPONSIBILITY

2.1 The PMSK (personnel with special screening responsibility) gathers and distributes relevant information about an up-coming experiment to the Head of Department, the HSE Coordinator, the Room Manager and the Operations Coordinator in good time before the planned start-up.
2.2 The PMSK sends the «HSE declaration and risk assessment for animal experiments» to the user, together with the FOTS application. The PMSK sends the completed HSE form and other relevant documents to the HSE Coordinator.
2.3 The HSE Coordinator follows up the HSE form with the PMSK, the Head of Department and the user and gathers further information if necessary.
2.4 In consultation with the HSE Coordinator, the PMSK must follow up the HSE form relating to biological material and infectious experiments. The PMSK arranges a meeting with the HSE Coordinator, the Room Manager, the Operations Coordinator and the user in good time before the start-up of the experiment.
2.5 The PMSK must pass on information regarding any relevant changes to the experiment to the Room Manager and the HSE Coordinator.
2.6 All members of staff at KPM, IMB, have a duty of confidentiality regarding all experiments, including the substances being used.
2.7 Information on the substances to be used must to be sent to the PMSK via the "HSE declaration and risk assessment for animal experiments". All substances being used on the animals must be disclosed by name and the most recent version of the Safety Data Sheet (SDS) must be attached.
2.8 The user must provide KPM with all information about the experiment in good time before start-up. The experiment cannot begin before KPM has given the go-ahead.
2.9 If changes are to be made to the experiment, the user must send a change notification to the Norwegian Food Safety Authority.
2.10 Users must have familiarised themselves with «Basic package of SOP's for users - Institute of Basic Medical Sciences (uio.no)».

2.11 The user must label all cages in use for the experiment according to the current rules («SOP 3-01 housing of mice and rats at KPM»).

3.0 PROCEDURE

3.1 The research group sends the HSE declaration to KPM together with with the FOTS application. The PMSK forwards the completed HSE form and other relevant documents to the HSE Coordinator.

3.2 The HSE Coordinator follows up the HSE form with the PMSK, the Head of Department and the user and gathers further information if necessary. The PMSK and the HSE Coordinator must maintain a close dialogue and discuss the HSE form before contacting the user. In consultation with the HSE Coordinator, the PMSK must follow up the HSE form relating to the use of biological material and infectious experiments.

3.3 The user must send the Safety Data Sheet (SDS) for any chemicals that may be used in the experiment. If hazardous substances are to be used, or if the experiment involves high-risk procedures, the user must submit a risk assessment. Depending on the type of experiment and the substances to be used, a decision must be taken as to whether the animals should be housed in room DU-008A (the Tox Room).

3.4 The HSE Coordinator must make sure that a SOP is in place if KPM employees are to handle animals that are in quarantine or if KPM employees are to carry out high-risk work for the user.

3.5 The HSE Coordinator must ensure that substances stored at KPM have been registered in the Chemical Manager.

3.6 The user needs to inform PMSK or/and room manager when the project will start. This is especially important when certain things is expected like stress of the research against the animal or genetic background of the animal that will cause deviation of the normality.

3.7 The PMSK arranges a meeting with the HSE Coordinator, the Room Manager, the Operations Coordinator and the user before the start-up of the experiment.

3.8 The user must update the cage card for animals being used in the experiment (see SOP 14.02 “Requirements for starting an experiment at IMB”) and must pass on all information regarding the experiment and relevant to supervision.

3.9 The Room Manager contacts the user group, with copies to a named veterinarian and the PMSK, if deviations pertaining to the animals or the experiment are discovered (see SOP 14.02 Requirements for starting an experiment at IMB).

3.10 The Operations Coordinator must, in consultation with the Room Manager, ensure that personnel on duty at weekends and other staff are informed of special considerations relating to supervision.

3.11 The PMSK must plan for random checks to be carried out for experiments involving special HSE considerations and/or more than usual strain on the animals.

3.12 Research groups starting new experiments must give a presentation of their experiment to KPM. The user should also be encouraged to give a presentation when the results are available.

4.0 HEALTH, SAFETY AND THE ENVIRONMENT (HSE)

4.1 The user must submit the HSE form and this must be followed up by the HSE Coordinator and the PMSK.

4.2 KPM must be informed of all substances used in animal experiments, including substances to be injected or added to water bottles and/or used as food.

5.0 EQUIPMENT AND MAINTENANCE

5.1 Not applicable

6.0 HISTORY AND EDITING

6.1 Written 20.12.21 by Helene Tandberg and Frøydis Kilmer
6.2 Major changes made to point 2.0. 07.02.2022 (Helene Tandberg)
6.3 Additions and other changes made to point 4.0 HSE. 07.02.2022 (Helene Tandberg)
6.4 Revised and small adjustments 18.09.2023 (Helene Tandberg)

7.0 REFERENCES

7.1 Extracts taken from SOP 12-09 “Daily care of animals in 008a”.