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Standard operasjonsprosedyre: Requirements for starting an experiment at IMB
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REQUIREMENTS FOR STARTING AN EXPERIMENT AT IMB

1.0 PURPOSE

1.1 To facilitate good communications between KPM and its users.
1.2 To safeguard good animal welfare throughout the duration of the experiment.
1.3 To ensure that safety is maintained.

2.0 DISTRIBUTION OF RESPONSIBILITY

2.1 The user must make sure that a valid FOTS or a locally approved, in vitro project is in place before the experiment is started.
2.2 The user must give a short lecture/presentation describing the project to KPM if required by the PMSK (personnel with special screening responsibility).
2.3 The user must provide an HSE declaration if any experiments involving chemical substances, radioactive materials, biological materials, infectious microorganisms or other potential health hazards are to be conducted. The PMSK must make sure that the user provides this information.
2.4 All members of the group working with animals linked to a certain FOTS project must have thorough knowledge of the information described in the application and must at all times follow this description.
2.5 All users involved in the experiment must have thorough knowledge of the use of SL (Science Linker). KPM will provide training if needed.
2.6 The user must make sure that the cages are marked according to the following procedure.
2.7 KPM must follow up on the information provided by the user.

3.0 PROCEDURE

3.1 No new users will be granted access to KPM or KPMe without a mandatory tour of the facility.
3.2 A valid FOTS application or a locally approved in vitro project must be in place before any experiments can be started. Substantial changes in a FOTS will require the user sending in a new FOTS application. Minor adjustments in the experiments will require the user to send in an application for adjustment of the approved FOTS.
3.3 All members of a project must have must have thorough knowledge of the information described in the application. The experiment must not deviate from the description in the application. Violations on this matter will be addressed in a meeting with the head of KPM and possibly the head of the Institute. Consequences, depending on the severity of the violation, might result in a temporary or

permanent withdrawal of access to KPM and KPMe. Severe violations will be reported to the Norwegian Food Safety Authority.

3.4 When a new FOTS application has been approved, the PMSK will consider the need for a presentation of the project and contact the user if this is required. If so, the user will schedule a time for the presentation of the project. The presentation can be held at KPM.

3.5 Any experiments involving chemical substances, radioactive materials, biological materials, infectious microorganisms or other potential health hazards must be subject to an HSE declaration. If any hazards are identified by the PMSK or HSE-coordinator, the user must provide a risk assessment. Depending on how the hazardous substances are to be handled, KPM may require the user to draw up a SOP (Standard operating procedure).

3.6 If deemed necessary by the PMSK, a meeting between the user, the PMSK, the head of KPM, the operations coordinator (driftskoordinator) and the room manager must be held before commencing the experiment. The parties involved can then discuss how the experiment will affect animal welfare and daily inspection and what services the user is expecting from KPM.

3.7 All cages with the animals that are to be used in the experiment must be designated as “Experimental” by the user in SL (Science Linker). Information regarding the experiment must be added by the user to the “Notes” on the cage card in SL. This information must include start date of the experiment, a short description of the experiment, expected complications or phenotypes, special dietary needs, specific enrichment (if required), contact person and phone number. Different groups of animals (e.g. control/non-control) can be marked using the “Cage purpose”. Print out the cage card and attach it to a green cage card reserved for animals used in experiments.

3.8 If the experiment indicates that the animals must be closely monitored and scored, these requirements must be followed up by the user. The score form must be completed and made available in a folder inside the room. Mark the cage card with an “eye sticker” framed with a pink highlighter (available in the room), as a sign to the staff at KPM that additional follow-up is required.

3.9 All information about treatment in the form of medicine, surgery etc. must be added to the “Animal examination” in SL. Write on the cage card that there is more information inside science linker “animal examination”.

3.10 If any surgery is performed, a separate postoperative analgesic administration note has to be attached to the cage and followed up by the user (see figure 1).

3.11 KPM must follow up on the information provided by the user and will inform the user when there is any problems or changes.

3.12 The user must apply for any changes to an experiment via FOTS and await the approval before commencing the relevant changes.

3.13 If a new experiment is started on an already approved FOTS, the user must contact KPM and provide the necessary information (see 3.4).

4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)

4.1 An HSE declaration must be provided if any experiments involve chemical substances, radioactive materials, biological materials, infectious microorganisms or other potential health hazards.

4.2 All chemicals used on the animals must be stated with the name and the latest version of SDS must be attached. All employees at KPM, IMB have a duty of confidentiality regarding all experiments. This includes the substances in use.
4.3 Everyone must be adequately trained to ensure that the proper clothing and protective gear is used.
4.4 Everyone who handles animals must have adequate training and practical experience to ensure that the animals are properly handled.
4.5 Everyone who handles hazardous substances must have adequate training and access to proper protective gear to ensure the safe use of these substances.
4.6 Everyone should be familiar with the Eco Online and Safety Data Sheets for the hazardous substances they may be exposed to.

5.0 EQUIPMENT AND MAINTENANCE

5.1 FOTS application portal
5.2 SL (Science Linker)
5.3 Green cage cards
5.4 «Eye stickers»

6.0 HISTORY OF EDITING

6.1 Created 01.07.2020
6.2 03.09.2020: minor changes
6.3 07.02.2022: information added regarding chemicals used on animals (Helene Tandberg).
6.4 Revised by Helene Tandberg (18.07.2023)

7.0 REFERENCES

7.1

Registration of Analgesic			
Ear tag: Date of surgery:			
Analgesic/Dose	Date	Time	Initials

Figure 1.