

Standard operation procedure: Housing and use of animals at IMB outside of KPM, konvensjonell and KPME

SOP nbr: 3-02

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HOUSING AND USE OF ANIMALS AT IMB OUTSIDE KPM, CONVENTIONAL AND KPME

1.0 PURPOSE

- 1.1 To ensure that the housing and use of animals outside the Section for Comparative Medicine (KPM), conventional unit and KPME is carried out according to approved regulations.
- 1.2 To safeguard good animal welfare when moving animals out of KPM, conventional and KPME and to prevent any risk of the animals escaping during their transportation, housing and use.
- 1.3 To ensure good communications between users and staff at KPM.
- 1.4 To maintain a high level of animal welfare.
- 1.5 To minimise exposure to and the spread of allergens, odours and microorganisms to the surrounding areas.
- 1.6 To minimise the risk of contamination into KPM.

2.0 DIVISION OF RESPONSIBILITY

- 2.1 The user is responsible for making sure that his/her genetically modified animals (GMO) are housed/used in facilities approved for experiments on animals by the Health Directorate (HD) and that the housing and use of animals outside such approved facilities are nevertheless approved for the purposes of a field trial by the Norwegian Food Safety Authority (this applies to both GMO and non-GMO).
- 2.2 The user must inform KPM when the field trial involving housing of animals at IMB has been approved.
- 2.3 The user is responsible for making sure that his/her animals are housed and handled in compliance with the description in FOTS.
- 2.4 Personnel with special screening responsibility (PMSK) at KPM are responsible for keeping an up-to-date list of suitable rooms outside KPM and KPME at IMB, which are approved for the use of animals for scientific purposes.



- 2.5 Everyone handling animals used in experiments must provide documentation that they have passed the Experimental Animals Course.
- 2.6 The user must inform KPM well in advance if he/she intends moving animals out of KPM and KPMe and into housing elsewhere.
- 2.7 The user sends a requisition to have animals moved from the MDU and the Barrier to DU-007.
- 2.8 The user is responsible for registering in SL (Science Linker) the movement of animals from «Rack DU007» to the relevant housing room, and also for deleting animals used from this rack in SL.
- 2.9 User is responsible for removing the virtual animals from DU-007 in Science Linker. You can do this by either removing the animals yourself or create a termination request named “animals already terminated”.
- 2.10 The user must make sure that the following items are available on the premises where animals are to be housed and handled: lab coats, hoods, masks, gloves, shoe covers, paper towels, cleaning agents and disinfectants.
- 2.11 The user must ensure that rodent barriers are in place when housing and handling rodents.
- 2.12 The user must order necessary equipment such as cages, water bottles and enrichment in good time before start-up.
- 2.13 The user must submit an HSE declaration if experiments are to be carried out that involve chemicals, medicines, biological material or anything else that can pose a risk to employees at KPM. The PMSK is responsible for making sure that the user provides this information.
- 2.14 Before start-up, the user must send KPM forewarning of, and all relevant information about, an impending experiment at IMB which involves the housing of animals. SOP 14-02 “Requirements for starting an experiment at IMB», at our [homepage](#), must be read and understood.
- 2.15 By order of the Norwegian Food Safety Authority, KPM is responsible for the supervision of all animals housed at IMB for more than one day. The user must either carry out cage changes himself/herself or come to an agreement with KPM about cage changing. KPM provides lists for supervision purposes.
- 2.16 The user must collaborate with the PMSK at KPM on the importation of animals to be housed at IMB.
- 2.17 The user is responsible for returning equipment belonging to KPM.

3.0 PROCEDURE

Approvals

- 3.1 The user sends the FOTS-application to the Norwegian Food Safety Authority before start-up of the experiment and the experiment cannot commence before approval is granted. The user must make sure that the premises to be used are approved for animal experiments by the Norwegian Health Directorate. Alternatively, the user must apply for approval for a field trial from the Norwegian Food Safety Authority.
- 3.2 The housing and handling of animals must take place in the premises described in FOTS. An application must be sent in FOTS if any changes are to be made.
- 3.3 The user informs KPM when a field trial involving the housing of animals at IMB has been approved. KPM will then update SL with the room and rack in question.

Quarantine rules related to the movement of animals

- 3.4 Quarantine rules must be complied with. Anyone who has been in KPMe or other facilities where animals are housed and handled is not allowed to enter the MDU or the dirty side of DU-007 on the same day - you must have had a full body wash and changed into clean clothes before being allowed access to a unit with a higher health status on the following day.
- 3.5 The user must inform KPM in good time before animals are to be moved and housed at IMB outside KPM and KPMe, so that the supervision of the animals can be properly planned. Similarly, the user must inform KPM when animals are no longer housed in the relevant premises.
- 3.6 The user can submit a «Move to DU-007» request in SL for moving animals out of the MDU (Nb. Animals from the Barrier will need more time to be moved, contact room manager for information) . The request must be sent by 13.30 hours at the latest on the preceding day. On the day of despatch, the animals will be ready for collection at 09.00 and must be collected by 09.30 at the latest. The animals must be covered during transportation from DU-007 and the user must ensure that there is no risk of the animals escaping during transportation.
- 3.7 The user is responsible for registering in SL the movement of animals from «Rack DU007» to the housing room in question or for deleting used animals from this rack in SL. The user must also update the cage cards and SL with the correct information.

The handling of animals and equipment

- 3.8 Everyone must use personal protective equipment (PPE) when handling animals: a lab coat, shoe covers, hair net, mask and gloves.
- 3.9 When opening cages, extra ventilation is required to minimise exposure to, and the spreading of odours, allergens and microorganisms.
- 3.10 Close the door and make sure the rodent barrier is in place before opening cages.
- 3.11 KPM carries out supervision of the animals and ventilation units daily. KPM informs the user if it discovers sick animals or other abnormalities and also informs the user research group in advance, if possible, if animals need to be terminated.
- 3.12 Mice cages are changed once every 14 days, or more often if necessary. Rat cages are changed once a week, or more often if necessary. Cage changes and supervision must be registered on the list.
- 3.13 The user must know how to move cages in and out of the rack so that the cages are properly connected to the ventilation unit, how to open and close cages, where to position the feed basket and how to close the filter top.
- 3.14 The animals must be provided with sufficient food and water to last at least until the following day, and also with enough bedding, paper and an igloo/tunnel. Any deviation from this procedure must comply with FOTS and be clearly marked on the cage card. Following experiments, animals can only be left when in a good condition and information relevant for KPM about the treatment given must be attached to the cage. A post-operative analgesics form (figure 1) must be attached to the cage after operations.
- 3.15 All users must clean and disinfect working surfaces and equipment at the end of the day.
- 3.16 If an emergency situation requiring evacuation occurs while an experiment is in progress, animals should be terminated if their welfare is in danger or if there is a risk of the animals escaping. Close all cages before evacuating the premises.

3.17 The user must put equipment belonging to KPM in the sluice in KPM or outside of entrance to the conventional unit.

Contact information

3.18 In the case of an emergency affecting animal welfare after working hours, you can ring KPM's security telephone on 90056382. This number can also be used during working hours.

3.19 In the case of an emergency concerning access after normal working hours, you can ring the University's Security Operation Center on 22855007.

KPM:

Email: komparativ@medisin.uio.no

Telephone: 90056382 (24/7)

<https://www.med.uio.no/imb/english/services/comparative-medicine/>

Oslo University's Security Operation Center

Tel: 22855007 (24/7)

4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)

4.1 All procedures governing the handling of hazardous substances and chemicals that may affect KPM employees must be risk assessed and the risk assessment must be made available to KPM.

4.2 Everyone handling animals must use PPE.

4.3 Everyone handling animals must have undergone sufficient training and practice to ensure that animals are handled correctly.

5.0 EQUIPMENT AND MAINTENANCE

5.1 Lab coat, shoe covers, hair net, surgical mask, gloves

5.2 Ventilation units, racks, IVC-cages, water bottles

5.3 Paper, igloos, tunnels, running wheels

5.4 Paper towels, soapy water, 70% ethanol

6.0 HISTORY AND EDITING

6.1 Written 04.05.21: SOP "18-02 External laboratories at IMB housing animals" incorporated into SOP 3-02. (Frøydis Kilmer)

6.2 09.11.23: Revised SOP and added small adjustments to the SOP. (Helene Tandberg)

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

Figure 1.