

Standard operasjonsprosedyre: Working in DU-041

SOP nr: 5-05

Opprinnelig dato: 01.09.2020

Revidert dato: 05.04.2023

Gyldig til dato: 05.04.2025

Forfattet av: Erle Linnea Fevåg

Revidert av: Erle Linnea Fevåg

Godkjent av: Espen Engh

## WORKING IN DU-041

### 1.0 PURPOSE

- 1.1 To prevent infection between different racks.
- 1.2 To make sure that animals belonging to NTS (Norwegian Transgenic Center) and the Dalen Group are housed on separate racks.

### 2.0 DIVISION OF RESPONSIBILITY

- 2.1 KPM is responsible for making sure that everyone who has access to animal housing rooms and laboratories receives sufficient training in the Department's routine procedures.
- 2.2 KPM is responsible for drawing up relevant SOPs and for keeping them up to date.
- 2.3 Everyone with access is responsible for familiarizing themselves with the relevant routine procedures and must undertake to follow these.
- 2.4 The person responsible for the room contacts the user group if there are questions or exceptions pertaining to the animals/experiment, with a copy to the Head of Department and the PMSK (Personnel with special screening responsibility).
- 2.5 The user must ensure that the animals have enough food and water to last until the following day when cages are put back in the housing room after use in the lab. The animals must be in good condition before you leave them.
- 2.6 NTS checks the female mice for copulatory plugs. KPM can assist with this if necessary.
- 2.7 KPM receives and unpacks animals. NTS can assist with this if necessary.

### 3.0 PROCEDURE

- 3.1 For clothing and personal hygiene, see the SOP dedicated to this subject.
- 3.2 See also SOP 5-04 on "Working in the Barrier".
- 3.3 You must not remain in DU-038 (except to fetch print-outs) after being in DU-039 or DU-041. It is strictly forbidden to enter DU-036 after being in DU-039 or DU-041. The only exception to this rule is in an emergency which threatens life and health.
- 3.4 Gloves used in DU-039 and DU-041 must not be used outside these two rooms. If you need to keep the inner purple gloves on, put on a new pair of blue gloves on top.
- 3.5 You must put on a new pair of gloves between handling each rack. The LAF bench must be cleaned and disinfected with 70% ethanol after handling cages on the different racks. This also applies to technical procedures.



- 3.6 Animals that are separated must be placed in a cage on the same rack as the breeding cage.
- 3.7 NTS have females, for use as foster mothers, and vasectomised males on rack side 503a. Regular plug checks will be carried out on the females. Other animals must not be placed on this rack. The females have separate cage cards which must be updated to show the correct number of animals.
- 3.8 The rack side 503b belongs to NTS.
- 3.9 The rack 903 also belongs to NTS. Animals housed here are used for example for rederivation. Births must be registered in a different way. See note on the rack inside the room.
- 3.10 Rack 904 belongs to the Dalen Group and consists of breeding cages and holding cages.
- 3.11 Rack 912 belongs to the Dalen Group and consists of holding cages.
- 3.12 Cages containing operated animals must be equipped with a separate, post-operative schedule for the administration of analgesics, and this must be followed up by the user (see figure 1.)
- 3.13 Females have pink cage cards and males have blue cage cards (holding cages). The breeding cages have yellow cage cards. The sentinel cages have white cage cards. Green cage cards are for animals being used in experiments.
- 3.14 Red cage cards must be used for foster mothers. Information about interventions carried out on these animals must be entered under "Notes" on the cage card.
- 3.15 Cages marked "Rederivation", where young have been born, must be given a red label showing "Change gloves". The animals in these cages must be protected from potentially infectious agents from the surrounding environment and the surrounding environment must be protected from potentially infectious agents from the animals. Change gloves after opening the lid and before you handle the animals and contents of the cage. Change gloves again before closing the cage and putting it back in position.
- 3.16 Cages with litters from rederivation cages must be labelled with "Change gloves" until NTS gives the signal that this can be removed. Pups must receive red cage cards by time of separation.
- 3.17 The LAF bench must be disinfected with Prochlor at the end of the working day.
- 3.18 Soiled equipment must be placed outside the autoclave in the anteroom (DU-037).
- 3.19 Transportation of animals to the MDU (Minimal Disease Unit) should be carried out in response to requests. The animals are dispatched through the gas sterilization unit on Thursday or Friday afternoons.
- 3.20 Lab DU-039 has the same health status as DU-041. The lab must be checked every Friday: consumables must be refilled and garbage disposed of. The benches must be cleaned/disinfected if needed and the floor cleaned.
- 3.21 Medication for use in DU-039 and DU-041 must be stored in DU-039.
- 3.22 Cadavers must be stored in the freezer in the anteroom. This fridge/freezer is marked DU-041.

#### 4.0 HEALTH, ENVIRONMENT AND SAFETY (HSE)

- 4.1 Everyone in the Barrier must have had documented training in fire protection and evacuation procedures.
- 4.2 Everyone must have undergone sufficient training in order to ensure that they have the proper clothing and know how to use equipment correctly.
- 4.3 Everyone must have undergone sufficient training to ensure the proper handling of the animals.

- 4.4 Work must be carried out on a ventilated bench or LAF bench in order to minimise exposure to allergens and infectious agents and to limit the spread of such agents to the surroundings.
- 4.5 All those handling chemicals must have undergone sufficient training and have access to the proper protective equipment in order to ensure that the chemicals are used safely.
- 4.6 Everyone must be familiar with the Eco Archive and the safety data sheets for the chemicals to which they may be exposed.

## 5.0 EQUIPMENT AND MAINTENANCE

- 5.1 Equipment must be used according to the principle “first in - first out”. Use cages and bottles showing the oldest date first.
- 5.2 The premises must be cleaned in compliance with current procedures.
- 5.3 Trolleys must be sent to the washery to be cleaned on a regular basis and the wheel fixtures should be sprayed with silicone spray as and when needed.

## 6.0 HISTORY AND EDITING

- 6.1 Written 01.09.20 by Erle Linnea Fevåg
- 6.2 19.11.2020: Frøydis Kilmer
- 6.3 05.04.2023: Erle Linnea Fevåg

## 7.0 REFERENCES

- 7.1

Figure 1

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