

IMMUNO-COMPROMISED EXCLUSION FACILITY

SOP No: MSAH #1

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Version: C

Authorised By: Andrew Bartlett, Manager

Signed: _____ **Date:** _____

1. Entering the Immuno-compromised Exclusion Facility (ICEF)

- 1.1 This is a PC2 facility certified by the Gene Regulator. Certification No: 530/2002, Variation 1635/2004 - expires 30/10/07
- 1.2 All standard procedures for PC2 level containment, under chapter 2, Part 2 – Section 3 of the “Guidelines for Certification of PC2 Facilities / Physical Containment 2 Requirements – Version 2.2 August 2003” must be followed, as per signs posted on all doors. A copy of these guidelines are available on request from the Facility Manager.
- 1.3 All persons must adhere to the “Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004”
- 1.4 Entry is via the Barrier North (BN) change room and airlock.
- 1.5 A clean Blue suit must be worn in the ICEF
- 1.6 Re entry into the ICEF is allowed, providing no other animal rooms in the facility (including the Murine Virus Exclusion Facility - MVEF) have been entered.

2. Gowning-up Procedure

- 2.1 Street shoes are to be removed and placed in the pigeon holes located in the corridor near the change rooms.
- 2.2 Fill in “Barrier Entry” (Form MSAH#103) on bench prior to entering Barrier.
- 2.3 Upon entering the change room put on face mask and surgical cap, located on shelf.
- 2.4 Place on shoes that have been designated for use in the BN facility.
- 2.5 Place *two pairs* of shoe covers over feet and cross over the bench and black line without putting feet on “dirty” side of floor.
- 2.6 Wash and dry hands.
- 2.7 Place on a Blue cleanroom suit located on shelves. These have been autoclaved and labelled with persons name and department.
- 2.8 Place on examination gloves located on shelves.
- 2.9 Enter BN facility through airlock.
- 2.10 Key is taken from cupboard (Water Tank) in the BN corridor to unlock ICEF airlock door.
- 2.11 Just prior to entering the ICEF airlock, the outer pair of covershoes is removed and placed in the bin provided outside the airlock.
- 2.12 When in the airlock place a pair of sterile gloves over the examination gloves.

3. Blue Suits

- 3.1 A new sterile blue suit *must* be used if 618b/c is to be entered a following day after you have accessed 618a/b (ie - Do not use the same suit the next day if you have entered another room)
- 3.2 Blue suits can be reused for up to a week and stored in the appropriate lockers in the change room, only if they will be used in the same room as was last entered.
- 3.3 Blue suits are to be placed in the box to be autoclaved, outside the clean barrier after use, if they are not being used in the same room the following day. They will then be autoclaved and placed back in the appropriate pigeon holes in the change room.
- 3.4 Blue suits that require washing are to be handed directly to the facility manager who will organise laundering for you.

4. Traffic Flow

- 4.1 The ICEF must always be accessed first before any other area in the facility.
- 4.2 The ICEF consists of three rooms 618 a, b, and c.
- 4.3 If you have animals in rooms 618b/c and in room 618a (experimental room), then you must enter and exit room 618b/c first, then room 618a to avoid any cross contamination.
- 4.4 You may not re enter rooms 618b/c for a period of 24 hours once room 618a has been accessed.
- 4.5 Only one door can be open at any time within the airlock.
- 4.6 Once in a Murine Exclusion Facility room you cannot return to the ICEF for a period of 24 hours.

5. Exiting the Immuno-compromised Facility

- 5.1 Remove empty cages, dead animals and disposables from the room and place outside of ICEF airlock, in Barrier North corridor.
- 5.2 Exit ICEF and lock door behind you. Return key to cupboard
- 5.3 Take dirty cages etc to the airlock of Barrier North and place just outside the airlock door at the end of the corridor (ie – outside of Barrier North).
- 5.4 Enter change room via clean barrier airlock, return Blue clean room suit to locker and shoes to storage self.
- 5.5 Exit change room
- 5.6 Dispose of gloves, mask and cap in the bin provided outside of the Barrier North airlock.
- 5.7 Place dirty cages in the washup room.

6. Removal of Animals from the Barrier North

- 6.1 All animals can be removed from the facility but once removed, can not return
- 6.2 All animals should be transported within their animal cage and then placed into a secured transport box prior to removal from the barrier.
- 6.3 All GMOs being transported out of the facility must be transported in accordance with “Guidelines for the Transport of GMOs” June 2001.
- 6.4 All GMOs must not be removed from the facility unless they are to be transported to a containment facility certified by the Regulator, to equivalent or higher containment level.
- 6.5 All users of approved GMOs (including exempt dealings) must sign out all animals removed from the facility on the sheet directly outside the barrier.
- 6.6 Animal carcasses (including animals infected with GM-micro-organisms or GM animals) must be removed in a sealed body bag and placed in the bio-hazard bin in the Coldroom (S623) for incineration. Due to OGTR regulations the cold room door is to remain locked at all times. Ask LAS staff for key location.

7. Occupational Health, Safety and Welfare

- 7.1 All staff and researchers are to adhere to safe work practices
- 7.2 All staff are required to have barrier shoes or there is no entry to the barrier
- 7.3 First Aid Kit is located just outside the clean barrier (First Aid officer is Faye Gardner ext 35340)
- 7.4 Any OH&S accidents or incidents are to be reported immediately to the Facility Manager (Kellie Franke) or First Aid Officer (Faye Gardner)
- 7.5 Do not use Emergency Exit (stairwell) unless other exits are blocked.

8. Researchers

- 8.1 Researchers are required to clean their work site on completion. This includes disposal of waste, removal of used cages, removal of dead animals etc. and the spraying of 70% alcohol over the work site and wipe bench.
- 8.2 All animal cages are to be returned to their original location and are to have food and water.
- 8.3 All animal cages must be correctly labelled with name, date, animal species, strain, number and the animal ethics approval number.
- 8.4 Cages are to only house a maximum of 5 mice per isolator cage.
- 8.5 If a researcher notices any cage which is low on food or water or an incorrectly fitted lid, they should notify Animal Services staff or rectify the situation themselves.
- 8.6 If any supplies (eg. paper towel) need replacing it would be appreciated if researchers could inform the Animal Services staff.
- 8.7 Blue clean room suits are to be kept in the appropriate locker and if needed to be re-autoclaved, put in the box outside the Barrier North.
- 8.8 Blue Clean Room suits that require washing are to be given directly to the Facility Manager.

9. Animal Services Staff re: Animal Husbandry

- 9.1 All cages will be checked daily to ensure the adequate supply of food and water.
- 9.2 Cages will be changed once/week. More frequently if the need arises.
 - Room 618c on Monday Morning - Rooms 618b/a on Tuesday Morning
- 9.3 Water bottles will be changed once/week when cleaned. More frequently if the need arises.
- 9.4 Feed will be added once/week when cleaning. More frequently if the need arises.
- 9.5 Animal arrivals will be placed into the appropriate sized cage, labelled, given food and water and housed in the designated room.
- 9.6 Small Isolator cages are to only house a maximum of 5 mice per cage.
 Large Isolator cages are to only house a maximum of 10 mice per cage.

Laboratory Animal Services staff are available for assistance and advice please contact them to ask questions or just to inform them of events regarding your animals.