

## **CLEAN ROOM FACILITY**

**SOP No:** MSAH #1

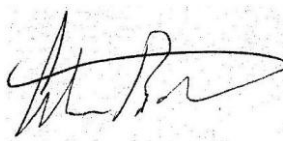
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**Version:** E

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**Authorised By:** Andrew Bartlett, Manager

**Signed:**



### **1. Entering the Clean Rooms Facility (CR)**

- 1.1 This is a PC2 facility certified by the Gene Regulator. Certification No: 530/2007 - expires 30/10/2012
- 1.2 All standard procedures for PC2 level containment, under Part C of the "Guidelines for Certification of a Physical Containment Level 2 - Animal Facilities – Version 3.1 July 2007" must be followed. A copy of these guidelines are available at,  
[http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/content/PC2-4/\\$FILE/PC2ANv3-1.pdf](http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/content/PC2-4/$FILE/PC2ANv3-1.pdf)
- 1.3 All persons must adhere to the "Australian code of practice for the care and use of animals for scientific purposes – 7<sup>th</sup> Edition 2004"
- 1.4 Entry is via the Barrier North Bio Exclusion change room and airlock.
- 1.5 A clean Blue suit must be worn in the CR
- 1.6 All equipment is double wrapped and autoclaved (see SOP MSAH#6) or sprayed through with F10 Vet disinfectant
- 1.7 Re entry into the CR is allowed, providing no other animal rooms in the facility (including the Bio Exclusion Facility - BEF) have been entered (for more details see SOP MSAH#5 Traffic Flows).

### **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" (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 bench.
- 2.4 Place on shoes that have been designated for use in the BEF 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 clean room suit located on shelves. These have been autoclaved and labelled with person's name, size and department.
- 2.8 Place on examination gloves located on shelves.
- 2.9 Enter BEF facility through airlock.
- 2.10 Key is taken from cupboard (Water Tank) in the BEF corridor to unlock CR airlock door.
- 2.11 Just prior to entering the CR 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 and enter clean rooms according to section 4 Traffic Flows

### **3. Blue Suits**

- 3.1 Blue suits can be reused for up to a week and stored in the appropriate lockers in the change room, only if they have not been used to enter any other clean rooms.
- 3.2 Blue suits are to be placed in the box to be autoclaved, within the clean barrier change room after use. They will then be autoclaved and laundered as necessary, and placed back in the appropriate pigeon holes in the change room.

- 3.3 If you wish your suit laundered, place in linen bag within barrier wash room.
- 3.4 Blue suits are removed every Friday for laundering, folded, placed in autoclave bags for sterilizing.

#### **4. Traffic Flow**

- 4.1 The CR must always be accessed first before any other area in the facility.
- 4.2 The CR consists of three rooms 618 a, b, and c.
- 4.3 You must enter room 618a first and exit, then change your sterile gloves, then enter room 618c and exit, then change sterile gloves and enter 618b to avoid any cross contamination.
- 4.4 You may not re enter rooms 618a for a period of 24 hours once rooms 618b/c have been accessed unless you shower, change clothes and wash hair.
- 4.5 Only one door can be open at any time within the airlock.
- 4.6 Once in a BEF rooms you cannot return to the CR unless you shower, change your clothes and wash your hair (see SOP MSAH#5 Traffic Flows).

#### **5. Exiting the Clean Room Facility**

- 5.1 Remove empty cages, dead animals and disposables from the room and place outside of CR airlock, in Barrier North corridor.
- 5.2 Exit CR and lock door behind you. Return key to cupboard
- 5.3 Take dirty cages etc to the Barrier North Bio Exclusion airlock and place just outside the airlock door at the end of the corridor.
- 5.4 Enter change room via clean barrier airlock, dispose of mask, gloves and cap in the bin provided, return Blue clean room suit to locker and shoes (once cover shoes are removed) to storage self.
- 5.5 Exit change room
- 5.6 Dispose of cover shoes in the bin provided outside of the Barrier North Bio Exclusion airlock.
- 5.7 Place dirty cages in the barrier wash 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 and lid must be taped to the base 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" July 2007.
- 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 must sign out all animals removed from the facility on the sheet directly outside the barrier, including all GMO animal carcasses.
- 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 Cold room (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 in the front office (First Aid officer is Faye Gardner ext 35340)
- 7.4 Any OH&S accidents or incidents are to be reported immediately to the Facility Coordinator (Pacita Wissell) or First Aid Officer (Faye Gardner) and your supervisor.
- 7.5 Do not use Emergency Exit (stairwell) within the bio exclusion facility unless all other exits are blocked.
- 7.6 Disciplinary action will be taken if safe work practices are not adhered to.

#### **8. Researchers**

- 8.1 Researchers are ultimately responsible for their animals. Please refer to Researcher Induction/Training (Including animal Ethics and OGTR form page 2).
- 8.2 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 F10 Vet disinfectant over the work site and wipe bench (this is a PC2 requirement).
- 8.3 All animal cages are to be returned to their original location and are to have food and water.
- 8.4 All animal cages must be correctly labelled with principle investigators name, date, strain, sex, number, animal ethics approval number (dual number if have dual approvals), ethics expiry date and IBC number.
- 8.5 Cages are to only house a maximum of 5 mice per small isolator cage, 10 per large isolator cage (see SOP MSAH#35).
- 8.6 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.

- 8.7 If any supplies (eg. paper towel) need replacing it would be appreciated if researchers could inform the Animal Services staff.
- 8.8 Respond to orange cards and healthcare forms and communicate with LAS staff, by leaving clear instructions (refer to SOP MSAH#49)..
- 8.9 Blue clean room suits are to be kept in the appropriate locker and if needed to be re-autoclaved, put in the box within the Barrier North change room.
- 8.10 LAS staff will empty all lockers of suits every Friday for laundering and return to change room in two working days.

## **9. Animal Services Staff re: Animal Husbandry**

- 9.1 All cages will be checked daily to ensure the adequate supply of food and water, if bottle are under half full they are to be changed for a fresh full bottle.
- 9.2 Cages will be changed once/week. More frequently if the need arises.
- 9.3 Water bottles will be changed once/week when cleaned and more frequently if the need arises. All bottles will be check 3 days post change.
- 9.4 All bottles with cracks are to be cantered into another appropriate bottle using the dispenserette dispenser and cracked bottle disposed of immediately.
- 9.5 Ensure all bottle necks and bungs (including sipper tubes) are operating correctly - both ball bearings should move freely and bungs should fit snug. If the bung does not fit snug use a larger bung or dispose of the bottle. All fraying bungs should be disposed of.
- 9.6 The grey trolley is to be kept stock with clean bottles at all times.
- 9.7 Feed will be added once/week when cleaning. More frequently if the need arises.
- 9.8 Animal arrivals will be placed into the appropriate sized cage, labelled, given food and water and housed in the designated room.
- 9.9 For housing requirement, refer to *SOP MSAH#35 – Cage Stocking Densities*

## **10. Monitoring**

- 10.1 All animals are monitored for health disorders during cage changing. Any abnormalities are to be reported to the Facility Coordinator and Researcher. If appropriate, the Facility Coordinator or Researcher may also need to contact the Animal Welfare Officer. (*See SOP MSAH#49 - Animal Health Reporting*)
- 10.2 An “Orange Card” stating the observation is placed over the regular cage card plus an “Animal Health Care Form” must be filled in (Form MSAH #119).
- 10.3 On non-cage changing days the cages are checked for food and water only. Any extra animal monitoring required is the responsibility of the researcher. If extra animal monitoring is required by Animal Care officers, notify the Facility Coordinator so that arrangements can be made.

**Laboratory Animal Services staff are available for assistance and advice please contact them to ask questions. Please notify the Facility Coordinator of events regarding your animals.**