

BARRIER NORTH and BARRIER SOUTH BIO EXCLUSION FACILITY (BNBE & BSBE)

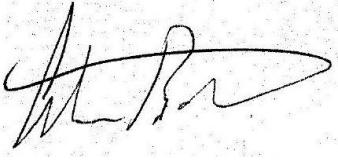
SOP No: MSAH #2

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Signed:

1. Entering and Exiting Barrier North and South Bio Exclusion Facility

- 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 – 7th Edition 2004"
- 1.4 Entry is via the Barrier North Bio Exclusion Facility (BNBE) change room and airlock.
- 1.5 Exiting can only be done via the Barrier North Bio Exclusion Facility (BNBE) change room in which you entered.
- 1.6 Re entry into the BNBE and Barrier South Bio Exclusion (BSBE) is allowed, providing no other animal rooms in the facility 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 bench.
- 2.4 Place on shoes that have been designated for use in the BNBE and BSBE facility.
- 2.5 Place shoe covers over feet and cross over the bench and black line without putting feet on "dirty" side of floor. (If entering the Barrier North Bio Exclusion Clean Rooms - See SOP MSAH#1 or Barrier South Bio Containment (BSBC) – See SOP MSAH#3).
- 2.6 Wash and dry hands.
- 2.7 Place on a disposable gown located in cupboard or sterile blue suit.
- 2.8 Place on examination gloves located on shelves
- 2.9 Enter BNBE facility through airlock.

3. Traffic Flow

- 3.1 The Barrier North Bio Exclusion Clean Rooms (BNBEC) must always be accessed first.
- 3.2 Once in an animal holding room within the Bio Exclusion Facility (BNBE or BSBE) you can not return to the BNBEC.
- 3.3 All rooms S614, S615, S616, S617, S628, S629, S630, S631, and S632 are accessible through the entrance doors in the corridor (S610 and S626).

4. Exiting Barrier North and South Bio Exclusion Facility

- 4.1 Remove empty cages, dead animals and disposables from the room and place outside of airlock at end of Barrier North corridor (S610).
- 4.2 De-gown in the change room by placing gown, gloves, mask and cap in the bin and blue suits in the box to be autoclaved. They will then be autoclaved and placed back in the appropriate pigeon holes in the change room. If you wish your blue suit to be laundered, please place in linen bag within the barrier wash room (620).
- 4.3 Remove cover shoes and take with you to the bin in the outer corridor.
- 4.4 Place barrier shoes back on the shelves in the change room
- 4.5 Exit change room.
- 4.6 Place dirty cages in the barrier wash room.

5. Removal of Animals from the Barrier North

- 5.1 All animals can be removed from the facility but once removed, can not return
- 5.2 All animals should be transported within their animal cage and then placed into a secured transport box and lid must be tapped to the base prior to removal from the barrier.
- 5.3 All GMOs being transported out of the facility must be transported in accordance with "Guidelines for the Transport of GMOs" June 2001.
- 5.4 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.
- 5.5 All users of approved GMOs must sign out all animals removed from the facility on the sheet directly outside the barrier including GMO carcasses.
- 5.6 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.

6. Occupational Health, Safety and Welfare

- 6.1 All staff and researchers are to adhere to safe work practices
- 6.2 All staff are required to have barrier shoes or there is no entry to the barrier
- 6.3 First Aid Kit is located in the main office (First Aid officer is Faye Gardner ext 35340)
- 6.4 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.
- 6.5 Do not use Emergency Exit (stairwell) within the bio exclusion facility unless all other exits are blocked.
- 6.6 Disciplinary action will be taken if safe work practices are not adhered to.

7. Researchers

- 7.1 Researchers are ultimately responsible for their animals. Please refer to Researcher Induction/Training (Including animal Ethics and OGTR form page 2).
- 7.2 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).
- 7.3 All animal cages are to be returned to their original location and are to have food and water.
- 7.4 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.
- 7.5 For housing requirement, refer to **SOP MSAH#35 – Cage Stocking Densities**
- 7.6 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.
- 7.7 If any supplies (eg. paper towel) need replacing it would be appreciated if researchers could inform the Animal Services staff.
- 7.8 Respond to orange cards and healthcare forms and communicate with LAS staff, by leaving clear instructions (refer to SOP MSAH#49)..
- 7.9 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.
- 7.10 LAS staff will empty all lockers of suits every Friday for laundering and return to change room in two working days.

8. Animal Services Staff re: Animal Husbandry

- 8.1 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.
- 8.2 Cages will be changed once/week. More frequently if the need arises.
- 8.3 Water bottles will be changed once/week when cleaned and more frequently if the need arises. All bottles will be checked 3 days post change.
- 8.4 All bottles with cracks are to be cantered into another appropriate bottle using the dispenserette dispenser and cracked bottle disposed of immediately.
- 8.5 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.
- 8.6 The grey trolley is to be kept stock with clean bottles at all times.

- 8.7 Feed will be added once/week when cleaning. More frequently if the need arises.
- 8.8 Animal arrivals will be placed into the appropriate sized cage, labelled, given food and water and housed in the designated room.
- 8.9 For housing requirement, refer to ***SOP MSAH#35 – Cage Stocking Densities***

9. Monitoring

- 9.1 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***)
- 9.2 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).
- 9.3 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.