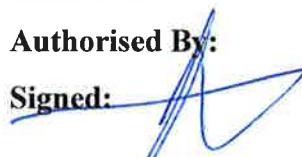


BARRIER SOUTH BIO CONTAINMENT FACILITY **(BSC) ENTRY AND EXIT PROCEDURES**

SOP No: MSAH #3
Prepared by: Pacita Wissell / Robyn Hay
Version: F
Reviewed: 28/10/2013
Authorised By: Andrew Bartlett
Signed: 
Date: 11/11/13

1. Entering and Exiting Bio Exclusion Facility

- 1.1 This is a PC2 facility certified by the Gene Regulator. Certification No: 529, expires 13/10/2017.
- 1.2 All standard procedures for PC2 level containment, "Guidelines for Certification of a Physical Containment Level 2 - Animal Facilities – Version 3.2 March 2013" must be followed, as per signs posted on all doors. A copy of these guidelines is available at, <http://www.adelaide.edu.au/ethics/genetech/docs/PC2_Animal_v3-2.pdf>.
- 1.3 All persons must adhere to the "Australian code for the care and use of animals for scientific purposes – 8th Edition 2013".
- 1.4 Entry is via the Barrier South Bio Containment Facility (BSC) change room and airlock. Entry can also be via the Bio Exclusion Facility but once in Bio Containment there is **NO ENTRY** back into the Bio Exclusion Facility.
- 1.5 Exiting can only be done via the Containment Rooms exit door; corridor S636 and air lock S635. Please follow instructions posted on each exit door.
- 1.6 Re entry into the BSC is allowed, providing no Conventional animal rooms in the Facility have been entered.
- 1.7 Attendance of an induction seminar is a prerequisite to use this Facility.

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 the BSC change room.
- 2.3 Upon entering the change room, put on face mask and surgical cap which are located on the red shelves.
- 2.4 Place on shoes that have been designated for use in the BSC (also known as "barrier shoes") located on the red shelves.

| | | | | |
|---|---|-----------------|------------|-------------|
| Document | MSAH#3 Bio Containment Facility (SBF) Entry and Exit Procedures | Effective Date: | 28/10/2013 | Version F |
| Authorised by: | Branch Manager | | | |
| S:\DVCR\Laboratory_Animal_Services\SOPs\MSAH\MSAH #3 Barrier South Bio Containment (BSC) Entry and Exit.doc | | Print Date | 7/11/2013 | Page 1 of 4 |

- 2.5 Place **three pairs** of shoe covers over feet and cross over the bench and black line without putting feet on “dirty” side of the floor.
- 2.6 Wash and dry hands.
- 2.7 Place on a disposable gown located in the cupboard.
- 2.8 Place on **two pairs** of examination gloves located on shelves.
- 2.9 Enter BSC facility entry corridor S626 through airlock.

3. Traffic Flow

- 3.1 Key in allocated entry code (when activated), enter room S634 via corridor S626, exit via room S634 exit door, corridor S636, and air lock S635 following instructions posted on each exit door.
- 3.2 Final pair of shoe covers allow for exit from air lock S635 to walk back around and re-entry through change room.
- 3.3 Repeat 2.1 to 2.9.
- 3.4 Key in allocated entry code (when activated), enter room S633 via corridor S626, exit via room S633 exit door, corridor S636, and air lock S635 following instructions posted on each exit door.
- 3.5 Walk back around to change room with remaining shoe covers.
- 3.6 Repeat 2.1 to 2.9.
- 3.7 Key in allocated entry code (when activated), enter room S632 via corridor S626, exit via room S632 exit door, corridor S636, and air lock S635 following instructions posted on each exit door.
- 3.8 Remove “barrier shoes”, discard shoe covers and spray with F10SC Vet disinfectant and return to the red shelves in the change room.
- 3.9 Re-entry into any rodent rooms apart from the Containment rooms is **prohibited** unless you shower, wash hair and change clothing. Entry back into the BSC rooms via corridor S636 is also prohibited*.

* Paton’s group have been authorised to enter room 633 via corridor 636 after entering room 634 and vice versa, as per their signed amendment. Outer cover shoes and outer gloves are to be removed before exiting and new gloves are put on before commencing work.

NOTE:

When 632 AQIS room is in effect, traffic flows are as point 3. Please refer to SOP MSAH#65 Mouse cleaning, breeding and maintenance of AQIS room 632.

4. Exiting Bio Containment Facility

- 4.1 Contain all empty cages, dead animals and waste from the room within biohazard bags and seal with a cable tie. Spray with F10SC Vet disinfectant and place outside of room exit door.
- 4.2 If removing metal mop bucket/mop from containment room, spray with F10SC Vet disinfectant as passing out to corridor S636.
- 4.3 Remove gown and place in bin provided by exit door.

| | | | | |
|---|---|-----------------|------------|-------------|
| Document | MSAH#3 Bio Containment Facility (SBF) Entry and Exit Procedures | Effective Date: | 28/10/2013 | Version F |
| Authorised by: | Branch Manager | | | |
| S:\DVCR\Laboratory_Animal_Services\SOPs\MSAH\MSAH #3 Barrier South Bio Containment (BSC) Entry and Exit.doc | | Print Date | 7/11/2013 | Page 2 of 4 |

- 4.5 Remove cover shoes and place in bin provided by exit door as stepping out into corridor S636.
- 4.6 Load trolley with filled biohazard bags and take to air lock S635.
- 4.7 Unload trolley contents outside of air lock S635.
- 4.8 Remove cap, mask, remaining gloves and cover shoes and place within biohazard bags located in air lock S635.
- 4.9 Exit air lock S635, with final pair of shoe covers to walk back around to change room, remove shoe covers and spray with F10SC Vet disinfectant and return to change room red shelves.
- 4.10 Put on street shoes and take filled biohazard bags to autoclave room for sterilization.

NOTE:

When 632 AQIS room is in effect please refer to SOP MSAH#65 Mouse cleaning, breeding and maintenance of AQIS room 632.

5. Removal of Animals from the Bio Containment Facility

- 5.1 All animals can be removed from the Facility but once removed, cannot return.
- 5.2 All animals should be transported within their animal cage, placed into a secured transport box and sprayed with F10SC disinfectant prior to removal from the containment room.
- 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 (including exempt dealings) must sign out all animals removed from the Facility on the sheet directly outside the BSC facility.
- 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.

NOTE:

When 632 AQIS room is in effect please refer to MSAH SOP #65 Mouse cleaning, breeding and maintenance of AQIS room 632.

6. Researchers

- 6.1 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 F10 disinfectant over the work site and wipe bench.
- 6.2 All animal cages are to be returned to their original location and are to have food and water.
- 6.3 All animal cages must be correctly labelled with name, date, animal species, strain, number, IBC number and animal ethics approval number.

| Document | MSAH#3 Bio Containment Facility (SBF) Entry and Exit Procedures | Effective Date: | 28/10/2013 | Version F |
|---|---|-----------------|------------|-------------|
| Authorised by: | Branch Manager | | | |
| S:\DVCR\Laboratory_Animal_Services\SOPs\MSAH\MSAH #3 Barrier South Bio Containment (BSC) Entry and Exit.doc | | Print Date | 7/11/2013 | Page 3 of 4 |

- 6.4 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.
- 6.5 If any supplies (e.g. paper towel) need replacing it would be appreciated if researchers could inform the Animal Services staff.

7. Animal Services Staff re: Animal Husbandry

- 7.1 All cages will be checked daily to ensure the adequate supply of food and water.
- 7.2 Cages will be changed once/week for open top cages and fortnightly for IVC's, more frequently if the need arises.
- 7.3 Water bottles will be changed once/week on cage changing days. More frequently if the need arises.
- 7.4 Feed will be added when cage cleaning. More frequently if the need arises.
- 7.5 Animal rooms will be swept daily and mopped weekly. The air locks, corridors and change room will be swept and mopped once/week. More frequently if the need arises.
- 7.6 General cleaning, replenishing of supplies and replacement of bin liners in the corridor, airlock and change room will be done once/week.
- 7.7 Animal arrivals will be placed into the appropriate sized cage, labelled, given food and water and housed in the designated room.
- 7.8 Change room supplies and bins will be checked daily and replaced once/week, more frequently if the need arises.

8. Occupational Health, Safety and Welfare

- 8.1 All staff and researchers are to adhere to safe work practices.
- 8.2 All staff are required to have barrier shoes or there is no entry to the barrier.
- 8.3 First Aid Kit is located in the main office (First Aid officer is Faye Gardner ext 35340).
- 8.4 Any OH&S accidents or incidents are to be reported immediately to the Facility Coordinator (Pacita Wissell), OH&S representative (Alice Parmiter) and First Aid Officer (Faye Gardner)
- 8.6 Disciplinary action will be taken if safe work practices are not adhered to.

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

| | | | | |
|---|---|-----------------|------------|-------------|
| Document | MSAH#3 Bio Containment Facility (SBF) Entry and Exit Procedures | Effective Date: | 28/10/2013 | Version F |
| Authorised by: | Branch Manager | | | |
| S:\DVCR\Laboratory_Animal_Services\SOPs\MSAH\MSAH #3 Barrier South Bio Containment (BSC) Entry and Exit.doc | | Print Date | 7/11/2013 | Page 4 of 4 |