



CONVENTIONAL FACILITY

SOP No: **MSAH #4**

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Version: **D**

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Signed:

1. Entering and Exiting the Conventional Facility

- 1.1 There are minimal internal restrictions to entering and exiting the Conventional Facility providing no barrier areas need to be accessed after this.
- 1.2 Note traffic flows below
- 1.3 All conventional users must walk the length of the Dycem matting before entering the rodent rooms
- 1.4 All persons must adhere to the "Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004"

2. Traffic Flow

- 2.1 If entering the **Conventional Rodent rooms 639, 658, 660 and 661** please note that;
Entry is only permitted if the Isolation Room 638 (when in use as an Isolation room) and Bio-Containment Rooms 632, 633 & 634 have *NOT* been accessed
- 2.2 All other **Sheep areas** can be accessed without restrictions
- 2.3 There is no access to the following areas once the Conventional Facility has been entered:
 - Barrier North Clean Rooms
 - Barrier North and South Bio-Exclusion Rooms
 - Barrier South Bio-Containment Rooms
 - Isolation Room (when in use as an Isolation room)

3. Exiting and Disposal of Cages etc

- 3.1 The conventional facility can be exited and re-entered as frequently as you like, providing traffic flow regulations are met.
- 3.2 All empty cages, bottles etc. from Rodent rooms are to be placed in the conventional wash room (S640) to be cleaned.
- 3.4 All sheep crates are to be placed in the conventional wash room (S640) to be cleaned.

4. Removal of Animals from the Animal Facility

- 4.1 All rodents should be transported within their animal cage and then placed into a secured transport box prior to removal.
- 4.2 Small animal carcasses must be 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. The key to the cold room is located on a hook above the sink in the washup room (Rm. 621) or under shelf with radio in conventional corridor (S642).
- 4.3 Larger animals (sheep) are disposed of in a bio-hazard bin and taken to the cold room to be disposed of the following morning, by the person who euthanased the animal. **ALL YELLOW BINS ARE TO BE LINED WITH BLACK SULO BIN LINERS AT ALL TIMES, AND SEALED AT THE TOP BEFORE BEING LOCKED FOR COLLECTION.**

5. Occupational Health, Safety and Welfare

- 5.1 All staff and researchers are to adhere to safe work practices, **failure to do so will result in disciplinary action**

- 5.2 First Aid Kit is located in office room 641S (First Aid officer is Faye Gardner ext 35340)
- 5.3 Any OH&S accidents or incidents are to be reported immediately to the Facility Coordinator (Pacita Wissell), OH&S Representative or First Aid Officer (Faye Gardner)
- 5.4 Please ensure 'Wet Floor' signs etc. are used appropriately

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 Vet 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 and the animal ethics approval number.
- 6.4 Animals are to be placed in the correct cage size appropriate for the number of animals and species.
- 6.5 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.
- 6.6 If any supplies (eg. Feed, bedding, paper towel) need replacing it would be appreciated if researchers could inform the Animal Services staff.
- 6.7 If sheep are euthanased by the researcher, it is then their responsibility to ensure the yellow bin is taken downstairs for collection the following morning.

7. Animal Services Staff re: Animal Husbandry

- 7.1 All cages/pens will be checked daily to ensure the adequate supply of food and water.
- 7.2 Animals will be feed, watered and cleaned as required depending on the species
- 7.3 Animal arrivals will be placed into the appropriate cages/pens, labelled, given food and water and housed in the designated room. (See SOP-MSAH#15 "Procedures for animal deliveries")

7.4 **Daily Duties:**

- Check dirty linen bags
- Ensure Lucerne chaff bin and Lucerne Hay bins are full
- Sweep and mop corridors using disinfectant
- Autoclave surgery packs if necessary
- Autoclave cages etc if needed by barrier staff
- Wipe all bench surfaces with F10 if applicable
- Wash dirty cages and return to barrier wash room for autoclaving
- Wash meat crates in wash room if applicable
- Tidy wash room
- Ensure store supplies are stocked
- General housekeeping to maintain the facility to a high standard of hygiene

7.5 **Weekly Maintenance:**

- Tidy shelves and benches wiping over with a damp cloth
- Dust all bump rails along walls
- Clean Surgery and PM room including windows (see SOP #31 & #32)
- Check oxygen and carbon dioxide cylinder supplies
- Charge forklift / check battery water levels (see SOP #67)
- Bring up sufficient stores supplies for weekend
- Do cage count on Fridays
- Record on 'Orders board' if any supplies are low, including ground floor stock
- Clean walls in animal rooms
- Clean the Dycen Decontamination Flooring (see SOP #71)

7.6 **Monthly Maintenance**

- Clean any walls not completed during weekly maintenance
- Clean walls in corridors
- Clean ceiling vents in animal rooms
- Collect all sheep data records, Technical Assistant forms and weekly check sheets for the month and give to the Facility Coordinator.

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.