

## **Guidelines for Animal Room Usage**

**1. In the animal rooms (SPF No. 1, 2, SPF pre-room, conventional animal room No. 1, 2, surgery room, stock room, washing room, and machine room), clean environments must always be maintained to prevent the incidence and transmission of viral infections. To achieve this, all users must follow the rules outlined below.**

### **2. How to enter and leave the animal room**

#### **1) Entry into the SPF animal room (SPF No.1, 2, and pre-SPF room)**

- A) Fill out the record control document, and then wash and sanitize your hands using antiseptic solution.
- B) Change your shoes to those provided at the entrance and place your shoes in the designated area. Please always wear clean socks.
- C) Change into the coat provided at the entrance and put on gloves, a mask, and a cap. Re-wash and sanitize your gloved hands.
- D) Have an air-shower in the air-shower room. Do not have air-shower with two individuals at the same time (air-shower separately).
- E) Change your shoes again before you enter the SPF room.
- F) Keep out of the other SPF rooms, except the room you are permitted to use.
- G) When you leave the room, change your shoes in the opposite order.

#### **2) Entry into the conventional animal room area (animal room, surgery room, and storage room) and washing room**

- A) Follow A) to C) of the SPF rules shown above.

#### **3) Leaving the animal room**

- A) Check for animals that have escaped from their cages in the animal housing room. If you find an escaped animal, capture it and report the incident to your supervisor. If in doubt, consult your supervisor.
- B) Fill out the required information in the control document.
- C) Confirm that the door is closed. Lock the door if you are the last to leave the room.
- D) Lab coats, masks, and gloves need to be cleaned regularly. These items should be changed or cleaned on a regular schedule.

### **3. Carrying animals into the animal room**

- 1) Users must carry animals into the animal room by themselves.
- 2) Autoclaved items (cages, bedding, water, etc.) need to be prepared before receiving animals.
- 3) To receive animals, follow the rules outlined below:

#### **a. Receiving animals in SPF animal rooms (SPF room No. 1, 2, and pre-SPF**

**room)**

- 1) Animals need to be carried via the passing room.
- 2) Clean the bench with the sanitizer provided in the room.
- 3) Carefully, spray the entire animal box including the sides.
- 4) Put the animal box under the UV light and close the pass room door. Boxes need to be UV-irradiated for three minutes. UV-irradiated boxes (or cages) can be taken from the door at the side of the SPF room.
- 5) Transfer of animals from boxes to cages must be performed in the SPF animal room.
- 6) As a general rule, animals cannot be returned to the SPF animal room once they are carried into non-restricted areas.
- 7) When animals are transferred within the SPF area, the cages containing the animals must be placed in autoclaved bags. The entire bag must be cleaned and sanitized.

**b. Receiving animals in the conventional animal rooms (conventional animal room, surgery room, and storage room)**

- 1) After sanitizing the boxes in the washing room, move the boxes into the conventional animal room. Next, transfer animals into autoclaved cages.
- 2) As a general rule, animals cannot be returned to the animal room once they are carried outside. To return animals to the animal room, you must obtain permission from your supervisor.

**c. Disposal of the animal transport boxes**

- 1) Check that the cages in the transport boxes are empty.
- 2) Discard the bedding in the box in the washing room.
- 3) Wash the plastic cages with tap water. Next, take the cage to the designated disposal area for incombustibles.
- 4) For cardboard boxes, fold down the box and take it to the designated disposal area for combustibles.

**4. Bringing supplies into the animal room**

- 1) The SPF animal room
  - A) The supplies must be sanitized using the same procedure used for animals and then UV-irradiated before bring them into the SPF room. For supplies that can be autoclaved, they must be autoclaved prior to bringing them into the SPF room. UV-irradiate all other supplies (paper, etc.)
  - B) Consult your supervisor if you are unsure whether items should be autoclaved or UV-irradiated.

**1) The conventional animal room**

- A) Spray sanitizer onto the supplies in the washing room before bringing them into the animal room. If the supplies cannot be sprayed, wipe supplies carefully with cotton dipped in the sanitizer.
- B) Writing tools (pens and pencils) are permitted if they are cleaned using EtOH or sanitizer.**

### **5. Management of animal rearing**

- 1) Always maintain a clean environment for the welfare of the animals.
- 2) Do not overcrowd animals in cages.
- 3) Use sterilized food and bedding. Tap water or sterilized water must be used.
- 4) Cages and water bottles must be washed using neutral detergent and then sterilized using an autoclave or sanitizer. Water bottles must also be autoclaved after they are filled. Please note that training from the licensed administrator (Dr. Furudate) is required to use the autoclave. Each time the autoclave is used, fill out the necessary information in the notebook.
- 5) As a general rule, change cages and animal bedding at least once a week.
- 6) Put animal bedding into cages in the animal room. Do not place cages on the floor.
- 7) Remove used cages from the SPF or conventional animal rooms to clean the room. Discard the animal bedding into the designated trash bin.
- 8) Used cages and water bottles must be cleaned promptly by the users. Refer to section 4 for the cleaning procedure.

### **6. Operating in the animal rooms**

- 1) Close the door during all operations.
- 2) Perform procedures on a bench cleaned using sanitizer. Place the animals that received operations into a new sterilized cage.
- 3) As a general rule, perform operations during normal daylight hours (8 a.m.–8 p.m.) because the light in the animal room is controlled by a timer.

### **7. Cleaning and management of the animal room**

- 1) Clean and organize the animal room after each operation. As a general rule, wipe down the shelf, bench, and wall using the equipment sanitizer.
- 2) To protect the safety of the facilities (air conditioning, etc.), clean the filter regularly (refer to the attached table).
- 3) Report any problems related to the facilities (air conditioning, etc.), environment (cleanliness, temperature, humidity, or odors), or condition of the animals to the supervisor.
- 4) The supervisor monitors the conditions of facilities, environment, and animal, and is able to remind users of safety procedures.

### **8. Disposal of carcasses, organs, blood, and needles**

Transport carcasses, organs, blood, and needles to the designated freezer located in the cleaning room or the designated box for disposal.

**This manual was prepared by the Committee of Animal Care and Use at Saitama University**

Last updated: April 1, 2014