

Year of Review 2013	Procedure for working with SPF animals in approved external laboratories	Edition:01, Version:01
	SLAB-RES-XLAB-001	Date: 07.11.2013

## **1. Purpose**

- 1.1. Defining the guidelines for working with animals in research projects which take place in research laboratories outside to the animal facility and the animals are required to be returned to the animal facility.
- 1.2. Assurance of controlled process of authorizations for external laboratories, work authorizations for the researchers in those labs and a correct handling of the animals.

## **2. Target**

- 2.1. Authority veterinarians.
- 2.2. Researchers.
- 2.3. Approved external laboratories appointee.

## **3. Safety**

- 3.1. No safety definitions for this procedure.

## **4. Instructions**

### **4.1. What is an approved external laboratory.**

- 4.1.1. A research lab outside the animal facility and similar to the work rooms located inside the unit. An external lab is used for procedures performed on animals which are kept in the animal facility of the authority only.
- 4.1.2. Principally there are two types of laboratories:
  1. That are used for the work of the principal investigator and his group only.
  2. That are used as a service laboratory for additional research groups.

### **4.2. Approval process for external laboratory.**

- 4.2.1. Authorization of an external laboratory for work will be granted only after a visit of the veterinarian to the lab and the filling of the application form for approval of external laboratory. The form will indicate the operating conditions for the laboratory (in terms of lab order, way of disinfection and determination of work procedures).
- 4.2.2. After completing the form and fulfillment of all the conditions, approval will be granted to operate the lab as

an external lab. If necessary, an additional visit of the veterinarian will be required to determine the fulfillment of all the conditions and for a final approval.

4.2.3. For each external laboratory there must be a person appointed as **lab** appointee that will ensure the conformity of the procedures in his laboratory.

4.2.4. A copy of the certificate will be given to the lab appointee for archiving; the original will be archived in the veterinarian office in the appropriate folder.

### **4.3. Approval for the researcher to work in approved external laboratories.**

4.3.1. The work of each researcher in the lab will be performed only after receiving a written approval from the veterinarian in charge of the animal facility.

4.3.2. A researcher interested in receiving permission to take animals to an external lab has to undergo an instruction meeting by the veterinarian in charge. After the meeting, the veterinarian will fill the form "approval for researcher to work in an external lab" that will be given to the lab appointee.

4.3.3. The approval is granted to the instructed researcher, for a defined research application and for a defined procedure in the application.

4.3.4. The approval has time limited validity (according to the validity of the relevant ethical authorization).

4.3.5. A condition for the approval is that the researcher and his group are authorized to work in the relevant SPF unit.

4.3.6. The form will be kept in the office of the veterinarian and in the external lab.

4.3.7. The lab appointee is not allowed to permit researchers to work in the lab unless they delivered the form signed by the veterinarian. The appointee has to archive the approval form for inspection.

### **4.4. Rules valid in the external laboratories**

4.4.1. It is strictly forbidden to bring to the external laboratory any animal that does not come from the relevant animal facility and that have not been approved by the veterinarian in charge.

4.4.2. A researcher who has received permission to work in an external laboratory has to coordinate the work with the lab appointee.

- 4.4.3. The work authorization will be granted specifically for each research, and will be limited to that research.
- 4.4.4. It is forbidden to leave animals in the room overnight. At the end of the work the researcher must return the animals to the animal facility as agreed with the veterinarian.
- 4.4.5. It is only possible to bring animals to the laboratory from one of the animal facilities of the Hebrew University, as approved by the veterinarian at the meeting, and not from any other source.
- 4.4.6. Animals will be transferred to the external laboratory and returned from there in a cage/container approved by the veterinarian at the meeting.

#### **4.5. Additional rules relevant only to SPF external laboratories.**

- 4.5.1. The work in the laboratory will be performed with coats used specifically to work with animals (or disposable coats), gloves, shoe covers and sterilized equipment.
- 4.5.2. All equipment introduction into the laboratory will be carried out according to the rules of the SPF unit and only after a process of disinfection and sterilization. The introduction of biological materials will be done only after the approval of the veterinarian in charge and the lab appointee.
- 4.5.3. The researchers are required, if possible, to only use equipment that can be left in the lab after use, and not to take equipment in and out of the lab frequently, with the exception of surgical instruments that must be taken out to be cleaned and sterilized in an autoclave.
- 4.5.4. How to take animals out of the SPF-unit to an approved external laboratory and returning them to the unit:
  - 4.5.4.1. The researcher will reach the SPF unit where the animals are located, and will take the animals in the filter cage in which they are located.
  - 4.5.4.2. The researcher must put the cage in the hood of the room where the animals are kept, invert the water bottle or remove it. The cage must be wrapped in three tied and sealed plastic bags taken from the center of the unit.
  - 4.5.4.3. The researcher will take the packed cage from the animal facility through the standard exit (through

the researcher exit, where he will take off the SPF-unit clothing) to the external lab.

- 4.5.4.4. Before entering the external laboratory, the outer bag will be taken off and the wrapped cage sprayed with a disinfectant.
- 4.5.4.5. In the laboratory, roll down the plastic bags from the top of the cage to allow the ventilation of the cage and its opening (the cage bottom should not directly touch the surface). Each mouse/rat will be taken out in its turn and the researcher will work with it as described in the next section and as agreed by the veterinarian in charge during the preparatory meeting. The filter cover will remain closed as much as possible.
- 4.5.4.6. The work with the animals in the lab will be carried out on a work surface. Before starting to work, the surface has to be disinfected thoroughly with a disinfectant in a sprayer or with 70% alcohol. It would be desirable to lay paper on the work surface and work on it.
- 4.5.4.7. At the end of the work in the lab, the researcher has to fold the paper on which he worked and throw it in the trash, clean the work surface and the floor, throw the disposable equipment to the apposite bin and clean the regular equipment. Finally, clean the work surface thoroughly with a disinfectant.
- 4.5.4.8. A researcher who worked with animals in an external lab will return the animals in their filter cages to the relevant SPF unit (as agreed in advance with the veterinarian in charge) where they will be kept until the end of the experiment. Do not return animals from an external laboratory to the main SPF unit (7th floor at the Faculty of Medicine Ein Karem and Ground floor at the Institute of Life Sciences at Givat Ram).
- 4.5.4.9. At the end of the work, the cage will be wrapped again in the two plastic bags and will be returned to the SPF unit. One of the bags will be removed in the dressing room and the rapped cage will be sprayed with a disinfectant, the inner plastic bag will be removed next to the main hood of the unit. The outside of the cage will be sprayed with disinfectant in the main hood.

- 4.5.4.10. The researcher will take a new complete cage (complete = bottom, grid, bottle filter cap) from the unit center and will transfer the animals from the cage that was outside to the new cage within the central hood. The researcher has to put food and water for the animals, transfer the cage label to the new cage and then put it in the animal room.
- 4.5.4.11. The old cage will be placed in the place provided for dirty cages (dirty hall or dirty cages cart).

## **5. Relevant documents**

- 5.1. Authorization form for a researcher to work in an approved external laboratory and for the subsequent return of the animals to the unit.  
TOF-SLAB-RES-XLAB-001
- 5.2. Application form for approval of an external laboratory to work with SPF animals.  
TOF-SLAB-RES-XLAB-002
- 5.3. List of approved external laboratories  
TOF-SLAB-RES-XLAB-003
- 5.4. User guide for working with SPF animals in approved external laboratories  
GUIDE-SLAB-RES-XLAB-001