



ANIMAL FACILITY

STANDARD OPERATING PROCEDURE

SOP 25 : SAF ACCESS RULES & COMMON DUTIES, RESPONSIBILITIES & PRACTICES

SOP Title:	SAF Access Rules & Common Duties, Responsibilities & Practices
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SAF Access Rules & Common Duties, Responsibilities & Practices

Q) Who can enter SAF on a regular basis?

[**Note:** Animal Facility Coordinator, Animal Facility In charge, Veterinarian In Charge & Scientific Officer / Scientist In Charge should be informed about the purpose of visit and should be kept updated by the members visiting SAF on regular basis through an email to animalfacility@iiserkol.ac.in & “CC” to all the above mentioned responsible positions]

Ans)

1. Animal House Staff Members
2. Responsible Veterinarian
3. Faculty Members who are maintaining their animal colonies,
4. Students who are maintaining their animal colonies,
5. Students or Researchers who are planning or conducting experiments,
6. Representatives of Faculty Members who are maintaining their animal colonies.

Q) Who needs permission from Facility Coordinator & Facility in Charge to enter SAF?

[**Note:** Permission should be taken from Animal Facility Coordinator & Animal Facility In charge, through an email to animalfacility@iiserkol.ac.in, Animal Facility Coordinator & Animal Facility In charge and “CC” to Veterinarian in Charge & Scientific Officer / Scientist in Charge]

Ans)

1. Staff Members other than Animal House Staffs’
2. Faculty Members who are not maintaining any animal colonies.
3. Any external member.
4. Students or Researchers who have no animal colonies to maintain & not conducting any experiment.
5. Representatives of Faculty Members who are not maintaining any animal colonies.

Q) When to Visit SAF?

Ans)

- ☐ Anyone who is authorized and permitted can visit SAF in Weekdays between 9.30 am to 6.00 pm only under presence of SAF staff members.
- ☐ In Weekends [Saturday and Sunday] except SAF Staffs, no one else is allowed to enter SAF after 12.00 Noon. Anybody other than SAF Staff entering SAF after 12.00 Noon should take prior permission from Facility Coordinator & Facility In charge

Scientific Officer / Scientist in Charge should be informed about any permission given by Facility Coordinator & Facility In charge via an email to Scientific Officer / Scientist in Charge & CC to animalfacility@iiserkol.ac.in.

In response to the granted permission, Scientific Officer / Scientist in Charge will authorize /nominate any one SAF Staff member who will accompany the seeking individual during his visit in weekend between 9.30 am to 6 .00pm

- ☐ SAF Staff Members, Student, Researcher, Representatives of Faculty Members & Faculty Members should not work in any mice rearing or breeding rooms in between 6.00 pm to 6.00 am under any circumstances. [To strictly maintain the day & night cycle].

Q) What should you do before entering SAF?

Ans)

- ☐ Open your shoes and socks outside.
- ☐ All individuals (Except SAF Staffs) entering SAF should enter the log book and report, details of their activities in SAF during the day in the common record/purpose section of log book at the time of exit – [It is mandatory to report in details]
- ☐ SAF Staff members should enter “in” & “out” time in the designated attendance register as well as in the log book and report, details of their activities in SAF during the day in the common record/purpose section of log book at the time of exit – [It is mandatory to report in details].
- ☐ Wash your hands.
- ☐ If required take care of any other necessary personal hygiene measures.

- ☐ Wear your labeled Apron, Skull Cap, Slippers /Shoe Cover Mask & Gloves .[May use reusable kit depending upon the purpose of use]
- ☐ At the time of exit all individuals should write details of their activities in SAF in common Log Book & Record Book without failure
- ☐ At the time of exit please see to it that the designated personal protective equipment/kit is well managed for further use where ever necessary or either disposed of properly as per scientific norms.

Q) Who can Access Common Animal Holding Area ?

Ans) Solo Access to mice holding rooms by students is restricted. Access is allowed only with permission from the SAF Office & even with permission students will be accompanied by Staff Members.

Q) What are the common duties, responsibilities & practices?

Ans)

- ☐ In case of non availability of material, any odds, any situation, any issue or any problem during your presence in SAF – Please notify or report to Scientific Officer / Scientist in Charge immediately without any hesitation.
- ☐ Every individual should mandatorily take care of Human and Environmental Safety Issues. If there is violation by fellow members or any individual, irrespective of their designation they should be rectified & in case they do not cooperate, the matter should be reported instantly to Scientific Officer / Scientist in Charge of SAF.

If the concern is with the Scientific Officer / Scientist in Charge the matter should be reported to the Facility Coordinator & Facility In charge without any hesitation.

- ☐ After conducting any work or experiment the work area should be cleaned immediately to facilitate work of others.
- ☐ All individuals irrespective of their designation should strictly follow the rules of ABSL & ABSL 2 facility access .[Note: Voluntarily ask SAF Staff members for the respective SOP]

In Case of individuals who are not confident enough regarding the above, they should voluntarily ask the Scientific Officer / Scientist in Charge for conduct of training sessions.

- In case of any equipment breakdown or any technical problem or any critical issues in SAF, a complaint should be registered in the Complaint book for ticketing and for processing. **[Note: Voluntarily ask SAF Staff members for the register]**
- In case of any requirement of material/consumable/others or request for new purchase, everyone should write their requirement in the Requisition Register for the purpose of procurement / purchase. **[Note: Voluntarily ask SAF Staff members for the register]**
- Every individual using or maintaining the Animal Facility including SAF Staff members should attend training programs conducted by SAF on notice. Along with, they should also attend all necessary & relevant training programs conducted by IISER KOLKATA at different intervals.
- Every SAF Staff maintaining common animal colonies should provide animal demographic data weekly (every Friday/Monday), as per SAF prescribed format & as instructed by Scientific Officer / Scientist in Charge for proper tracking, pedigree analysis, demographic record & genotyping record management as per the guidelines of CCSEA (previously known as CPCSEA).
- Every member maintaining individual/independent animal colonies should cooperate in providing basic animal demographic data weekly (every Friday/Monday), as per SAF prescribed format provided/requested by Scientific Officer / Scientist in Charge for common demographic record keeping and management.

Note:

- a) If members are having any difficulty in understanding the prescribed format and have queries regarding data entry & presentation, they should consult Scientific Officer / Scientist in Charge in person without any hesitation for proper understanding.
- b) Issues regarding data confidentiality will be strictly maintained as per scientific ethics.

- Before conducting any animal experiment every individual irrespective of their designation / association / affiliation should submit an Animal Requisition Form (as per SAF prescribed format) signed by their respective supervisor/ principal investigator.

On submission of the form to SAF office, Scientific Officer / Scientist in Charge will verify and allot only those animals which are reared or bred for common purpose depending upon the availability. On confirmation of availability, respective cage numbers will be issued against the submitted requisition for the conduct of experiment/practice /pilot study/others.

On the other hand, animals which are reared or bred individually /independently and which are not for common purpose, those animals will be allotted by individual responsible authority (PI/Supervisor/Faculty)/ representative of the authority. On confirmation of availability respective cage numbers will be issued against the submitted requisition form. Thereafter, the requisition form has to be submitted to the office of Scientific Officer / Scientist in Charge for record keeping and final confirmation on verification.

Note:

- a) Every individual should follow the animal request rules as per the SAF SOP for requisition.
 - b) In case of any difficulty understanding the procedure individuals should consult Scientific Officer / Scientist in Charge in person without any hesitation.
- For every experimental mouse that is being reared or maintained in SAF, the concerned/responsible person has to collect the clinical score & weight of the mice on regular basis as per the prescribed SAF format for record keeping as per CCSEA norms.

Note:

- a) Clinical Scoring may vary according to the best suited purpose, but it should be supported by scientific reference. The reference should be provided to the SAF office for future reference either in Hard Copy or a Soft Copy through an email to animalfacility@iiserkol.ac.in
- b) Clinical Score & Weight is not required for experimental and mouse which are supposed to be sacrificed within 24 hours and also not required for mice which are issued for practice/demonstration.

- All SAF Staff, Students and Representatives of Faculty, who will be responsible for rearing, breeding & maintenance of laboratory animals should check (based on observation) for the health status of the animal on a regular basis .

In case they see r any health complications / issues / problems / symptoms in animals/ animal colonies, they should immediately report to the Scientific Officer / Scientist in Charge in personal or should email to animalfacility@iiserkol.ac.in with CC to Veterinarian in Charge & Scientific Officer / Scientist in Charge.

Note:

On receiving information regarding health complication/ issues / problems / symptoms of animals or animal colonies, Scientific Officer / Scientist in Charge will convey the information to the Veterinarian / Veterinarian in Charge through an email with CC to animalfacility@iiserkol.ac.in.

- Every SAF Staff and Individual members irrespective of their designation should strictly follow the rules of division of labor and act accordingly.

All Set of Rules Are Subject To Change
Depending On the Situation, Purpose and Rules Of Engagement