





## **ANIMAL FACILITY**

### **STANDARD OPERATING PROCEDURE**

#### **SOP 27 : ANIMAL MANAGEMENT & EXPERIMENTATION IN SAF- PROCEDURE TO FOLLOW**

<b>SOP Title:</b>	<b>ANIMAL MANAGEMENT &amp; EXPERIMENTATION IN SAF- PROCEDURE TO FOLLOW</b>
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<b>Name of the Author:</b>	<b>Dr Subhajit Das Sarma</b>
<b>Designation of the Author:</b>	<b>Scientific Officer</b>
<b>Reviewed &amp; Approved by:</b>	<b>A) Prof Rupak Datta</b>
	<b>B) Prof Jayasri Das Sarma</b>

<b>Reviewed &amp; Approved</b>	
	
<hr/> <b>Signature &amp; Date Facility In Charge</b>	<hr/> <b>Signature &amp; Date Facility Coordinator</b>

# **ANIMAL MANAGEMENT & EXPERIMENTATION IN SAF-** **STEPS TO FOLLOW**

## **Entrance to SAF:**

All Students or Representatives accessing SAF should follow the points mandatorily before entering SAF

**Step 1:** Personal Hygiene (wash or Sanitize your hands properly as per scientific norms).

**Step 2:** Open your shoes at the main entrance gate and wear SAF slippers at the gate to roam in SAF. No external shoes will be allowed in SAF.

**Step 3:** Open your shoes, if you use ABSL2 Facility please collect a pair of extra slippers from the reception desk and keep it near the door of the dirty corridor of the mainstream animal facility.

***Note:*** *Students & Representatives have to ensure by their own and for guest & faculties SAF staff will ensure its presence as per the cycle.*

**Step 4:** Should access the facility between 9.30 am to 6.00 pm and on Saturday access to the facility is allowed till 12.00 Noon only . Any one who is to access the facility in weekends & holidays beyond the above mentioned schedule has to take prior permission from Facility Coordinator & Facility In charge by writing an email and CC to [animalfacility@iiserkol.ac.in](mailto:animalfacility@iiserkol.ac.in) and Scientific Officer / Scientist In charge [ Mandatory].

**Step 5:** Enter details in the Log book (Mandatory)

## **Entrance to SAF Anti Room :**

**Step 4:** Wear SAF Slippers.

**Step 5:** Wear PPE (As per Requirement)

***Note:*** *In Case PPE is not available ask for it from Manisha Shaw or*

Bhaswati Gupta

**Step 6:** Move through Air Shower

**If you are Visiting Quarantine Room:**

**Step 7:** Use PPE allotted for Quarantine Use Only & Move through Air Shower [Ensure the Air Shower is On]

**Step 8:** If any material is brought in/ into the quarantine area, ensure that the material is being brought through the outdoor entrance of the quarantine room only [Outside the Perimeter].

**Step 9:** Keep Separate Mice Feed, Mice Bedding Material & Mice Drinking water for Quarantine use only [Do not mix it with the mainstream resources to avoid contamination]

**Step 10:** Cage Changing should be done under the cage changing station with the station on [Mandatory]. All shifting of the mice cages from quarantine room to mainstream rooms (holding room) should be executed through the “PASS Door” only with all features on and vice versa.

**Step 11:** Keep the dirty cages, bottle and waste properly arranged and ensure it is placed near the Quarantine outside door before leaving the room for collection and cleaning by the Staff members. Please ensure that you leave the quarantine room before 5.15 pm .

**Step 12:** Without failure inform the animal house Staff about the lying dirty cages, bottle and waste material in an arranged manner. Also ensure that all the electrical equipment is switched off, all equipment and apparatuses are clean and ready for next use.

**Step 13:** Once the task in quarantine is complete, keep your PPE in the cabinet for reuse or put it in the washing bin [If Washing bin is not present please ask for it from staff members] for washing.

**Step 14:** Ensure that you do not use the same PPE for accessing mainstream animal facility rooms. [ Strictly to be followed]

**Step 15:** If exiting SAF then please enter details in the log book and mention the purpose in details in the designated column or space in the log book.

### **If you are Visiting Mainstream Animal Facility Room:**

**Step 16:** If you are entering mainstream facility from quarantine then Ensure that you do not use the same PPE for accessing mainstream animal facility rooms. [Strictly to be followed]

**Step 17:** Wear/use fresh PPE allotted for accessing mainstream animal facility rooms & Move through Air Shower [Ensure the Air Shower is On]

**Step 18:** Keep Separate Mice Feed, Mice Bedding Material & Mice Drinking water for Mainstream animal facility use only.

**Step 19:** Cage Changing should be done under the cage changing station only [Mandatory]. Any type of invasive procedure should not be conducted in the Cage Changing Station ( Strictly to be followed)

**Step 20:** Keep the dirty cages, bottles and waste properly arranged and place it in the dirty corridor before leaving the room for collection and cleaning by the Staff members.

**Step 21:** Inform the animal house Staff about the lying dirty cages, bottles, sharp objects / sharp disposal containers and waste material in an arranged manner in the dirty corridor. Also ensure that all the electrical equipment is switched off, all equipment and apparatuses are clean, sanitized and ready for next use.

**Step 22:** If you are accessing ABSL2 facility for conducting any experiment with an infectious agent, as per guidelines of CPCSEA / CCSEA take exit through the dirty corridor only and do not enter the Clean Corridor of the Mainstream animal facility under any circumstances.

- a) Before the conduct of the experiment, ensure that all the necessary Consumables, Dustbin, Sharp Discard Bin and Reagents are readily available in the ABSL2 facility.
- b) Transfer of mice from Holding to the ABSL2 holding room should be through the cleaning corridor only.
- c) If the mice is being transferred from the quarantine room to the ABSL2 the cage used in the quarantine area should be changed in the cage changing station of

the quarantine area and should pass through the pass door after the change. Thereafter it should be transferred through the clean corridor only to the ABSL2.

- d) ABSL2 should be sterilized before the conduct and after the conduct of the experiment by the researcher/student/representative with the help of staff members. All biohazards / ABSL2 Disposal material should be kept in the dirty corridor side of the respective room. And carcasses should be disposed off or kept in the -20 degree refrigerator present in the dirty corridor of the respective room.
- e) Hands should be washed inside the ABSL2 and sanitized before leaving the ABSL2 experiment room or Experimental mice holding room.
- f) All experiments should be carried out in the weekdays only in case experiments are conducted in off days [Saturday, Sundays & Holidays] permission has to be taken from the Facility Coordinator / Incharge writing an email to Facility Coordinator & Incharge, [animalfacility@iiserkol.ac.in](mailto:animalfacility@iiserkol.ac.in) with CC to Scientific Officer / Scientist In Charge. SAF will be open on saturday and sunday from 9.30 am to 12.30 pm if required it can be extended again from 2 pm to 5 pm.
- g) On off days all experiments have to be conducted in presence of animal facility staff or members. SAF will be open on saturday and sunday from 10 am to 1 pm if required it can be extended again from 2 pm to 5 pm. All students should try their best to finish all the animal experiments before 6 pm and if required to use the facility beyond 6 pm (in weekdays) then he or she should seek permission or notify Facility Coordinator / In Charge by writing an email to Facility Coordinator & Incharge, [animalfacility@iiserkol.ac.in](mailto:animalfacility@iiserkol.ac.in) with CC to Scientific Officer / Scientist In Charge
- h) Transfer of mice from Holding to the Ground Floor Procedure/ Demonstration Room holding room should be through the cleaning corridor only [ may be from the dirty corridor too depending upon which will be the Ground Floor Procedure/ Demonstration Room ].
- i) Dispose off the PPE for washing and cleaning and also the slippers to reuse after sanitization near the outdoor entrance of the dirty corridor.

Note : [At present please dispose of the PPE in the washing room and sanitize the slippers in the washing area and exit through the entrance. - to be followed until next notice is issued ]

**Step 23:** For others who are engaged in Facility management and maintenance they can move too & fro within the mainstream animal facility. Any transfer of mice within mainstream animal facilities should be through the Clean Corridor and Clean Corridor lift only.

**Step 24:** Any movement of material, waste disposal, cleaning and shifting of Instruments, equipment and apparatuses should be through the back side door of the dirty corridor of the mainstream animal facility.

**Step 25:** If you did not access ABSL2 facility and your work is done then keep your used PPE in the designated cabinet either for reuse or put it in the washing bin [If Washing bin is not present please ask for it from staff members] for washing.

**Step 26:** If you are accessing the Ground Floor Procedure/ Demonstration Room for conducting any experiment, you can enter through the clean corridor if the number of people visiting with you are less or equal to 5.

If the procedure / Demonstration Room is visited by a group i.e more than 5 then you should always enter through the dirty corridor. At any point of time the number of people visiting in a group should not exceed 15.

Whenever you exit, always exit through the dirty corridor only and do not enter the Clean Corridor of the Mainstream animal facility under any circumstances unless and until you change the PPE and take necessary hygienic measures.

- j) Before the conduct of the experiment, ensure that all the necessary Consumables, Dustbin, Sharp Discard Bin and Reagents are readily available in the Ground Floor Procedure/ Demonstration Room.
- k) All experiments should be carried out in the weekdays only in case experiments are conducted in off days [Saturday, Sundays & Holidays] permission has to be taken from the Facility Coordinator / Incharge writing an email to [animalfacility@iiserkol.ac.in](mailto:animalfacility@iiserkol.ac.in) with CC to Scientific Officer / Scientist In Charge.
- l) On off days all experiments have to be conducted in presence of animal facility staff or members. All students should try their best to finish all the animal experiments before 6 pm and if required to use the facility beyond 6 pm then he or she should seek permission or notify Facility Coordinator / Incharge writing an

email to [animalfacility@iiserkol.ac.in](mailto:animalfacility@iiserkol.ac.in) with CC to Scientific Officer / Scientist In Charge.

- m) Transfer of mice from Holding to the Ground Floor Procedure/ Demonstration Room holding room should be through the cleaning corridor only  
[ may be from the dirty corridor too depending upon which will be the Ground Floor Procedure/ Demonstration Room ].
- n) If the mouse is being transferred from the quarantine room to the ABSL2 the cage used in the quarantine area should be changed in the cage changing station of the quarantine area and should pass through the pass door after the change. Thereafter it should be transferred through the clean corridor only to the Ground Floor Procedure/ Demonstration Room
- o) Ground Floor Procedure/ Demonstration Room should be sterilized before the conduct and after the conduct of the experiment by the researcher/student/representative with the help of staff members.
- p) Dispose off the PPE for washing and cleaning and also the slippers to reuse after sanitization near the outdoor entrance of the dirty corridor.

Note : [At present please dispose of the PPE in the washing room and sanitize the slippers in the washing area and exit through the entrance. - to be followed until next notice is issued ]

**Step 27:** At the time of exit from SAF please enter details in the log book and mention the purpose in details in the purpose section mentioned in the log book.