

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 414.1

Date Issued: 12/16

Date Revised: 4/21

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TITLE: **Receipt of Rodents into Isolation**
SCOPE: All Authorized Personnel
RESPONSIBILITY: Facility Manager and Technical Staff
PURPOSE: To Outline the Proper Procedures for Safely Receiving Rodents into Isolation Housing and Use

I. PURPOSE

1. To outline the proper procedures for safely receiving immunodeficient rodents into isolation housing and use.

II. RESPONSIBILITY

1. The Facility Manager is responsible for ensuring:
 - a. All animal and research personnel are adequately trained to perform the practices described.
 - b. Implementation of the procedures described.
 - c. Appropriate personal protective equipment (PPE) is available and used.
 - d. Documented training of all personnel with access to isolation housing and use areas.
2. It is the responsibility of all animal and research personnel to read, understand, and follow the procedures outlined below.
3. Access to isolation rodent housing and use is limited to essential personnel, and only those with documented didactic tutorial and in-person training presented to the IACUC.

III. PROCEDURES

1. In accordance with **SOP 400 Rodent Husbandry**, upon receipt, shipping containers of rodents from approved vendors to be housed in isolation are inspected for signs of damage, and delivered to a receiving room that has a biosafety cabinet. Solid plastic shipping containers from approved vendors should be delivered to the bi-directional isolation housing room that has a biosafety cabinet, saturate sprayed with Oxivir Tb outside of the door of the room, and then entered into the room using a two-person transfer procedure, as described in **SOP 413**. Cardboard shipping boxes should be delivered to a common procedural room that has a biosafety cabinet.
2. Ensure multiple **padded forceps** are soaking within a beaker or pan of Oxivir solution in the chamber of the biosafety cabinet.
3. A sufficient number of autoclaved microisolators needed for housing rodents in isolation housing are identified in accordance with **SOP 015 Animal Identification** and delivered to the receiving room.
4. Prior to unpacking, **don receiving PPE** ensuring exposed skin does not come into contact with mice or microisolator interiors destined for isolation. Staff must already be wearing a disposable **gown** and **shoe covers** donned at the facility entrance, and then outside of the

receiving room must **don in sequence** (a) **bouffant**, (b) surgical **mask** that covers the nose, (c) push your thumb through the seam of the sleeve of the gown, (d) put on a pair of **gloves** ensuring cuffs **overlap the gown**, then **enter** the receiving room and before handling anything, **don in sequence** (e) **moisture proof sleeves** or apron, and (f) put on a **second pair of gloves** ensuring gloves overlap sleeves and no skin is exposed.

5. **Saturate spray your sleeves and gloves** with Oxivir.
6. **Saturate spray** the interior surfaces of the receiving **biosafety cabinet** with Oxivir.
7. Saturate spray with Oxivir **only one shipping container at a time and place inside the biosafety cabinet.**
8. Saturate spray with Oxivir a sufficient number of sterile **microisolators** to receive the rodents from one shipping container, loading them one at a time into the biosafety cabinet while saturate spraying with Oxivir TB, and then allow the biosafety cabinet and contents to **sit for 5 minutes.**
9. Saturate spray your **sleeves and gloves** with Oxivir TB.
10. Ensure that all activities are conducted at least 4 inches within the air curtain of the biosafety cabinet (i.e., approximately the height of a cage card holder).
11. Open the shipping container inside the biosafety cabinet.
12. Carefully unclamp and remove the microisolator lid and invert it onto the biosafety cabinet work surface and place the wire lid on top of the inner surface of the lid.
13. **Transfer the rodents using padded forceps disinfected with Oxivir** into the microisolator taking care not to touch the exteriors of the shipping container or the microisolator.
14. Occupied primary enclosures are clamped shut, covered, and transferred to isolation using a cart or transport rack.
15. **Occupied primary enclosures are delivered into the isolation housing room using a two person transfer procedure, with:**
 - a. The interior individual donning PPE in advance in accordance with entry procedures described in **SOP 413 Isolation Rodent Husbandry**,
 - b. Keeping the door **closed** while the exterior individual uncovers, then **saturate sprays** the exterior of the microisolators with **Oxivir**,
 - c. The door is opened, and the sprayed microisolators either transferred to the interior cart, or the cart or transport rack is rolled over the **antimicrobial adhesive mat** just inside the door,
 - d. The door is closed, and the cart, rack, and microisolators **sprayed again** by the interior individual, and allowed to **sit for 5 minutes** inside isolation.
16. The interior individual should uncover an autoclaved covered rack of acidified water bottles, disinfect the sipper tube using an **Oxivir wipe**, and place a water bottle on each occupied microisolator.

Approved:

Date: