



UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
LABORATORY ANIMAL RESOURCE CENTER

POLICIES AND PROCEDURES
RODENT IN-AND-OUT BARRIER, MSB 11 & 12 FLOORS

The In-And-Out Barriers are unique rodent housing facilities at UCSF. They have been designated to serve UCSF Investigators who use Specific Pathogen Free (SPF) rodents, whose IACUC-approved protocol includes a component that cannot be accomplished in traditional barrier housing (e.g., imaging studies, behavioral evaluations, surgical manipulations with specialized or cumbersome equipment).

Because of movement to spaces outside of a traditional barrier setting (labs, imaging suites, etc.) special precautions to keep the rodents healthy and free of infections must be observed. Primary among these precautions is a commitment by Investigators and their staffs to follow the policies and procedures outlined in this document. When people deviate from the policies, the results can be devastating, as important research projects can be severely impeded or irrevocably lost due to infection diseases.

What follows are policies and procedures that must be rigidly adhered to by all Investigators, Lab Staff and LARC personnel. Please remember, we all have a duty to adhere to the regulations and avoid jeopardizing our own hard work and that of our colleagues. Please read this document carefully. If you have any comments or questions, please contact Félix Vega, VMD (felix.vega@ucsf.edu) or the husbandry supervisor.

To ensure prox. card access to the In-And-Out Barrier, you must sign and return the final page to the LARC office (MSB 386), or fax to 502-8252.

AUTHORIZATION

- Only animals from IACUC-approved protocols which state the need for In-And-Out Barrier housing will be assigned to these spaces.
 - When requesting housing on these floors, Investigators must reference the approved protocol
- Personnel requesting prox. card access to the In-And-Out Barriers must be listed on the referenced protocols.
- Personnel requesting prox. card access must have completed the follow training. Documentation that training has been completed must be on file in the IACUC office.
 - BRER I & II
 - Rodent Techniques Training, if applicable
 - PSB Facility orientation

- All research personnel must read, understand and agree to abide by all rules and regulations contained in this guidance document before they will be allowed access to the facility. The final page of this document must be returned to the LARC office (MSB 386 or fax: 502-8252)
- After personnel are certified, their proximity card will be authorized for access to the floor on which their animals will be housed.
 - **Violation of the policies and procedures outlined in this document may lead to a warning letter from the IACUC to the Principal Investigator**
 - **Violation of the policies and procedures outlined in this document is grounds for loss of access to the In-And-Out Barrier.**
 - **Any person accessing the facility with a proximity card other than their own will have access denied to both themselves, and the person whose card they are using.**

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ACCESS INTO THE BARRIER – ANIMALS

- Rodents from Approved Vendors may be ordered directly into the In-And-Out Barrier.
 - Currently approved vendors are: Charles River, Taconic, Simonsen or Jackson Laboratories.
- Rodents from UCSF colonies not under quarantine may be transferred into the In-And-Out Barrier by using the “Barrier to Barrier” transfer form.
 - Policies and Forms may be found on the LARC website.
- Rodents from outside Institutions are usually required to undergo Incoming Rodent Quarantine (IRQ) prior to being admitted to the In-And-Out Barrier.
 - Policies and Forms may be found on the LARC website.
- Pregnant animals may be accepted, provided that the use of them or their progeny is described in the approved protocol.
- **BREEDING OF ANIMALS IS NOT PERMITTED IN THE IN-AND-OUT BARRIER**

ACCESSING THE BARRIER – PERSONNEL

- Persons who have been in any quarantine, “conventional” or otherwise “non-barrier” rodent facilities may not enter the In-And-Out Barrier facility the same day unless they:
 - Shower (including washing hair) and
 - Completely change outer clothing.
- Investigators should make every effort to minimize their exposure to non-barrier animals while working in their labs.
- Lab spaces should be cleaned and decontaminated on a regular basis.
- Once within the facility, personnel traffic into, and between, animal rooms should be minimized.
- Persons should not return to PSB after having been in the In-And-Out Barrier

PERSONAL PROTECTIVE EQUIPEMENT (PPE) IN THE IN-AND-OUT BARRIER

- Upon entering the secure animal area, put on head cover, gown, gloves, and shoe covers.
- Upon exit from the facility, all used PPE is to be placed in the trashcans provided.
- If special instructions are posted, e.g. quarantine, please follow those procedures.

RODENT HOUSING

- Specific room assignments will be made by facility supervisor and communicated to Investigator.
- All rodent rooms within the In-And-Out Barrier will be monitored with sentinel animals.
 - **For this reason, Investigators should not move animals between In-And-Out Barrier rooms.**
- Requests to move animals from one barrier room within the In-And-Out Barrier to another should be filed with LARC staff, who will complete the transfer for you.
- When animals are returned to the barrier from a procedure or lab space, they should be returned to their assigned room, rack and space.
- If animals are not to be returned, please indicate this leaving the cage card on the rack space with a note indicating that the animal(s) have been euthanized.

WORKING WITH RODENTS WITHIN THE HOUSING ROOMS

- All routine animal work should be done within the laminar flow hoods located in each rodent room.
 - **NO CAGE SHOULD EVER BE OPENED IN A HOUSING ROOM OUTSIDE OF A WORKING HOOD.**
- These hoods are also used by the LARC staff. Investigators should contact LARC personnel if they will require the use of a hood for a prolonged period of time.

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PROCEDURE FOR WORKING WITHIN THE LAMINAR FLOW HOOD:

- Upon entering the rodent room, turn on the blower unit of the hood.
- Spray your gloved hands lightly but completely with the dilute bleach solution provided.
 - Gloved hands should be maintained “damp” with bleach solution the entire time you are working with your animals.
 - Dilute bleach solution neutralizes most rodent pathogens.
- Lightly, but completely spray the entire surface of the hood with the dilute bleach solution provided.
- Lightly but completely spray the entire surface of any equipment or supplies to be used under the hood.
 - To minimize disruption to laminar flow, place only necessary equipment in the hood.

- Transport mouse cage to inner area of hood.
 - Re-spray gloved hands with dilute bleach solution before handling anything inside the cage.
 - Remove the filter-top lid from the cage and set it to the side on the clean hood surface.
 - Lift wire lid off of cage and set aside.
- Perform necessary work with animals.
 - Make sure all animals are placed back into cage.
 - Replace wire lid and filter top on cage.
 - Re-spray gloved hands with dilute bleach and return cage to its proper place on the rack.

- Complete work with mice on one rack before working with mice from another rack.
- Between racks, change gloves and re-spray working surface of hood with dilute bleach solution.

- Unless animals are being moved between cages, i.e., weaning or mating, no more than one cage should be opened in a laminar flow hood at any time.

- Always remember to turn off the light in the laminar flow hood when work is completed. Report any problems with laminar flow hoods to facility supervisor.

PROCEDURE FOR WORKING IN SPACES OUTSIDE OF THE IN-AND-OUT-BARRIER

- Special care should be used when moving animals to and from the In-And-Out Barrier. The following are intended to minimize animal stress, minimize distraction to outside personnel, and minimize exposure of outside personnel to animal antigens.
 - When removing animals from the barrier, minimize contamination to outside spaces by first placing them in a clean cage.
 - Secure the filter-top to the cage with tape.
 - Lightly spray the outside of the cage with the dilute bleach solution
 - Place the cage in the brown paper bags provided
 - Lightly spray the outside of the bag with the dilute bleach solution provided.
 - Proceed directly to the lab space or procedure room.

- When working in lab or other procedures, the same principles of disinfection from the barrier should be used:
 - Work surfaces should be sprayed with a dilute bleach or other disinfection solution
 - Animals should be manipulated using gloves dampened with a dilute bleach solution.
- Animals should be returned to the In-And-Out Barrier in the same way they were removed: cage sealed with tape, outside of cage bleached, cage in a paper bag.
- Cages should be returned to their assigned rooms and racks.

- Dirty cages should be covered and placed in the red bins in the foyer to the In-And-Out Barrier



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**Please sign and return this form to the LARC office (MSB 386) or
by fax to 502-8252**

1. I have read and understood the "Policies and Procedures for the Rodent In-And-Out Barrier, MSB 11 & 12.
2. I agree to abide by the policies and procedures described in this document.
3. I understand that failure to abide by these policies and procedures may result in denial of access to the In-And-Out Barrier.
4. I agree to comply with any additional regulation posted within the barrier (e.g. rules of quarantine).
5. I am part of an IACUC-approved protocol that involves work at the In-And-Out Barrier
6. I have completed the training requirements described in this document.

PRINT NAME

SIGN NAME

DATE

P.I.

PROTOCOL # (list additional protocols below)