1. Procedures

1.1. Transportation box receiving

1.1.1. The information on the importation documents come with the transportation box are check if the flight, animals, importing facility and health status are identical to those supposed to be received.

1.1.2. Received transportation box is checked for any accidental opening and fracture.

1.1.3. Confirm the number of mice in the box matching the number marked on the importation document, if the animals can be observed via the box.

1.2. Transfer of the transportation box into the animal room for quarantine

1.2.1. In a transition zone, prepare two piece of autoclaved towel and 500ml of Virkon.

1.2.2. Wipe clean the surface of the transportation box thoroughly with a piece of towel soaked with Virkon. Care must be taken to reach all external surfaces of the box.

1.2.3. Repeat step 1.2.2. using another piece of Virkon soaked towel.

1.2.4. Transfer the box into room 7311.

1.2.5. The technician will put on a disposable gown when handing the importing animals.

1.3. Transfer of the animals from the importation box to the quarantine cages

1.3.1. In the animal room, spray the surface of the transportation box with alcohol disinfectant.

1.3.2. Wipe the surface of the transportation box with a piece of alcohol disinfectant soaked Kimwipe.

1.3.3. Transfer the transportation box into a nominated working station (i.e. a biological safety cabinet or animal transfer station)
1.3.4. In the working station, open the box and aseptically transfer the mice into clean cages with a pair of disinfected forceps.

1.3.5. The animals will be distributed in new cages as the way they were grouped in the partitions of the transportation box (i.e. the mice in one partition are move to one cage), unless other instruction is given or the number of mice in one partition exceeds the holding capacity of the cages to be used.

1.3.6. While transferring the mice, check the genders, earmarks and the coat color of the mice if they are specified in the document.

1.3.7. Mark all available animal and user information on a cage card accordingly.

1.3.8. Write down, on the cage card, also the quarantine information including the biosecurity risk category (high/low risk) and the corresponding minimal quarantine period.

1.3.9. Put the cage on a designated IVC rack for quarantine.

1.3.10. If two different batches of importing mice are received, the staff will completely wipe down the working station, and a new pair of sterile sleeve covers and gloves are put on before handing the second batch of transportation boxes.