1. **Note on the Sentinel Program**
   1.1. Each sentinel cage houses two ICR females starting from 4-6 weeks of age. Other strains may be used when special need is required.
   1.2. One sentinel cage is assigned to be exposed to the soiled bedding from one (large or small) or two (small) cage racks. Up to 71 cages are monitored by one sentinel cage.
   1.3. Cage changing on each rack is scheduled once a week.
   1.4. Soiled bedding collection to the sentinel cage is done during the cage changing.
   1.5. Further general information on the sentinel program is described in *H-002 Health Monitoring and Disease Surveillance Programmes on Rodents*.
   1.6. When more than one public holiday within Mon-Fri, the dirty bedding collection will be cancelled for that week.

2. **Open Cage Changing Procedures**
   2.1. All cages have to be changed in an assigned cage rack unless users have special request.
   2.2. Collect all bottles from the cages on racks concerned.
   2.3. Prepare a jar of alcohol and long forceps.
   2.4. Set two clean cages:
       2.4.1. New sentinel cage (on the right hand side): with no bedding
       2.4.2. New resident cage (on the left hand side): with bedding
   2.5. Transfer an old mouse cage from the rack and put between the new resident cage and the new sentinel cage.
   2.6. Transfer the lid from the old resident cage to half cover the new resident cage body. If a new lid is required, place the new lid and divider on the new cage.
2.7. Transfer the card holder from the old resident cage to the front rim of the new resident cage body. If new card holder is used, transfer the cage card to the new card holder and place to the front rim of the new resident cage.

2.8. Put both hands into the alcohol or put the long forceps into the jar of alcohol for disinfection.

2.9. Transfer the mouse from the old resident cage to the new resident cage by picking the tail and release the mouse to the new cage.

2.10. During the transfer, quickly observe the bodies of the mice to see any obvious abnormality. If any abnormality is observed, report the event to the technician in charge of the mouse room.

2.11. After all mice in a cage are transferred, lock the cage lid of the new cage. A spoon of soiled bedding from the center of the old resident cage is transferred to the new sentinel cage. Then transfer the newly occupied cage to the original position in the original rack, or the same position in a new rack if the original rack is to be replaced.

2.12. Disinfect both gloved hands by putting into a jar of alcohol or spraying and rubbed with alcohol disinfectant.

2.13. Move the old resident cage to a trolley designated for soiled cages.

2.14. Place the new drinking water bottles to all cages at one time after changing one side of a rack.

2.15. After all resident cages on a rack are changed, transfer the sentinel mice from the old sentinel cage to the new sentinel cage and return the new sentinel cage to the rack the same way as the resident cage changing as described above.

2.16. Use a new spoon for soil bedding collection when changing the cages on the next rack.

2.17. Change a new pair of gloves before changing the cages on the next rack.

3. **Note**

3.1. When a user requests not to have their cage changed, the soiled bedding still needs to be collected. NEW spoon must be used for every such cage.