SOP Number: O-003

SOP Title: Use of Animal Transfer Station and Biosafety Cabinet

Purpose: To handle items aseptically in animal transfer stations

Responsibility: Technicians, Laboratory Assistants/Attendants and Animal Users

Related policy/SOP: Handling of IVC in Biosafety Cabinet and Animal Transfer Station
IVC Cage changing
Preparation of Alcohol Disinfectant

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1. **Use of Personal Protective Equipment**
   1.1. In additional to the Personal Protective Equipment specified to the concerned animal/procedure room entry, an additional pair of glove and protective sleeves are worn when handing any animal or any item with the Animal Transfer Station (ATS) or Biosafety Cabinet (BSC).
   1.2. One must remove the gloves and protective sleeves, designated to the ATS/BSC, when leaving the room or performing other duty not related to the ATS/BSC in the room.

2. **General operation of an Animal Transfer Station (ATS) and Biological Safety Cabinet (BSC)**
   2.1. When using a BSC, open the sash window to the designated height.
   2.2. Turn on the power of the ATS/BSC and wait until the air flow stabilized.
   2.3. The ATS/BSC working surfaces and all surfaces of the containers to be used inside the ATS/BSC must be disinfected by spraying and wiping with alcohol disinfectant.
   2.4. All containers can only be opened inside an operating ATS/BSC.

3. **Management of ATS/BSC after use**
   3.1. All materials should be removed from the BSC/ATS after use.
   3.2. The working platform and the sides of the enclosure are cleaned by disinfectant.
   3.3. Materials such as diet boxes are returned to the designated racks/trolley.
   3.4. Nothing should be left in the BSC/ATS when it is not occupied.

4. **Management of ATS/BSC when one temporarily leaves the BSC/ATC**
4.1. **If one need to leave the animal room temporally for a substantial period of time (i.e. 5 mins)**, but yet staying in the barrier, all animals should be returned to the IVC rack for ventilation but all materials in the BSC/ATS are kept in the existing location. No one else can take over the BSC/ATS in the meantime.

4.2. **If one need to leave the animal facility temporally**, all opened material and resources in the BSC/ATS should be covered appropriately. The BSC/ATC should be kept operating. No one else can take over the BSC/ATS in the meantime except the followings:

4.2.1. The original BSC/ATS user permit a second user to use the BSC/ATS, AND

4.2.2. the first user has cleaned up the working surface and the sides of the enclosure