1. General rules
   1.1. All materials, or surface of containers (e.g. IVC and container for nestlets) are disinfected before entering the BSC/ATS.
   1.2. Gloved hands or forceps are disinfected before handing animals and all materials inside an IVC.
   1.3. Gloved hands are disinfected after handing animals and all materials inside the IVC and before handling other clean materials in the ATS/BSC.

2. IVC handing in Animal Transfer Station and Biosafety Cabinet
   2.1. Prepare the Animal Transfer Station (ATS) or Biosafety Cabinet (BSC) as described in SOPs Use of Animal Transfer Stations and Biosafety Cabinets.
   2.2. An individually ventilated cage (IVC) to be manipulated is removed from the rack and spray with the alcohol disinfectant to all surfaces.
   2.3. The IVC is put onto the working surface of the ATS/BSC.
   2.4. Gloved hands of the operator are disinfected by spraying with the disinfectant on one hand and rub against another hand to distribute the disinfectant thoroughly.
   2.5. The cage top is opened and put aside inverted.
   2.6. Before touching the animals and the feeder, the concerned hand(s) are sprayed with the disinfectants and rub to distribute over the hands thoroughly. Care is taken not to spray on the opened IVC, i.e. not on the animals.
   2.7. The animals are manipulated on the feeder or other disinfected surfaces, according to the procedures required, followed by the returning of the mouse and feeder in position.
   2.8. If refilling the feeder is required, gloved hands are disinfected before handing the feed scoop.
2.9. The gloved hands of the operator are disinfected before covering the cage with the cage top, if clean procedures and the associated hand disinfection has not been done (e.g. step 9).

2.10. If new cages are required, assembled cages are available from the designated racks. If larger amount of new cages are required, the operators will get the bagged cage parts from the designated racks.

2.11. Surplus cage parts are assembled and put on the designated rack. Unpaired cage parts are brought to the autoclave room for repacking and sterilizing.

2.12. The cage is returned to the original slot of the IVC rack.

3. **Diet handling**

3.1. After an APCF staff opens and uses a bag of diet, the left-over of the diet will be transferred into a designated clean container (an empty IVC cages or an plastic box).

3.2. Users use diet in the designated containers only, but not the diet in a new bag, unless in an emergency case.

4. **Occupational Safety and Animal Welfare Measures**

4.1. Operator must wear the appropriate personal protective equipment (PPE; i.e. designated disposable gown and gloves, etc.) to provide protection from exposure to disinfectant and allergens.

4.2. Soiled cages that are to be cleaned must be checked for the absence of any carcass or living mouse (especially pup/s) hidden under the beddings, nesting materials or enrichment items.

4.3. Soiled cages after changing are stacked (not more than 10 high) and covered with a cage top on the upper cage and placed on the designated rack in the animal rooms to minimize dispersal of allergens.

4.4. Flame is not allowed in animal rooms to avoid catching fire with any organic disinfectant and other flammable materials, threatening the life of personnel and animals in the facility.