SOP Number: C-009  Last Revised: 3Nov2017

**SOP Title:** Transferring Mice from 7H Facility to 7J Facility

**Purpose:** To transfer mice from 7H facility to 7J facility with the minimal contamination risk and animal wellbeing issues

**Responsibility:** Technicians, animal users, Laboratory Assistants/attendants, and

**Related SOP:** O-015 Facility and Room Entry in 7J (Users and Visitors)

**Written by:** Dr. Siva Tsang (SO/APCF)  **Approved by:** Dr. Anthony James (D/APCF)

1. **Bringing mice away from 7H facility**
   1.1. Put the mouse cages with mice inside a white plastic bag (max 2 cages in 1 bag).
   1.2. Tie up the garbage bag loosely to remain an opening of about 5 cm in diameter.
   1.3. Bring the bag away from the animal room and barrier via the air shower and changing room.
   1.4. If large number of cages are moved, they can leave the barrier via the door at the clean corridor, while the person leave via the air shower.

2. **Bringing mice into 7J facility**
   2.1. Carry the cage in bag by the shortest possible route and time to 7J facility.
   2.2. Don’t leave the mice unattended at anytime.
   2.3. After transferring mice into an animal room in 7J facility by 7H APCF colleague,
      2.3.1. request the corresponding animal transfer from 7J APCF colleague in the lobby for their arrangement (an advance request by phone is required).
      2.3.2. pass the mice, in person, to the staff assigned to transfer the mice to the room and rack as instructed by the users.
      2.3.3. don’t leave the mice unattended anywhere.
      2.3.4. in the changing room, the bag is removed and the cages are disinfected by Virkon before transferring into the barrier of 7J.
      2.3.5. transfer mice from the IVC into a new cage in the animal room.
   2.4. When transferring mice into an animal room in 7J facility by user him-/her-self,
      2.4.1. user must make an appointment with the technician in 7H for a precise time (a period of 10 mins) for the animal transfer.
      2.4.2. the user must arrive 7J lobby within the time appointed and ring the 7H technician to initiate the animal cage transfer starting from taking the cage away from the IVC rack in 7H.
      2.4.3. after receiving the cage, the user enters the changing room.
2.4.4. in the changing room, the bag is removed and the cages are disinfected by Virkon before transferring into the barrier of 7J.
2.4.5. transfer mice form the IVC into a new cage in the animal room.