1. **Terminology and general policy**
   1.1. *Clean booth*: the clean booth involved in this SOP locates in the dirty corridor outside the side door of the barrier clean corridor. It acts as a transition zone for logistic between the barrier and the non-barrier. Only one of the *i) side door* and *ii) curtain of the clean booth* can be opened at any time.
   1.2. *Clean Cart*: to be used in the barrier and temporarily stay in the clean booth in the dirty corridor for logistics.
   1.3. *Dirty Cart*: to be used in the non-barrier and be circulated 7J facility. It never enter the clean booth or 7H barrier.
   1.4. *Decontamination room in corridor B of 7J facility*: it is double doored. At any time, only one of the doors can be opened.

2. **Transfer of cages from clean corridor to the dirty corridor via the side door (7H)**
   2.1. At the dirty corridor side, the interior of the clean booth, the floor, and the outside of the side door are disinfected by spraying with Virkon. Wait for 15 minutes for the disinfectant to act.
   2.2. Soiled materials on a clean cart are transferred to the clean booth from the animal rooms via the side door. The side door is opened only when all curtains of the clean booth are closed.
   2.3. The side door is closed afterward.
   2.4. An operator in the dirty corridor transfer the materials from the clean cart to a dirty cart set outside the clean booth. The operator never step into the clean booth.
   2.5. The top of each stack of cages is covered by a cage top or by a plastic sheet to prevent the spread of smell and allergens.
   2.6. The clean cart remains in the clean booth.
   2.7. The interior of the clean booth, the floor, the outside of the side door and the emptied clean cart are disinfected by spraying with Virkon. Wait for 15 minutes for the disinfectant to act.
2.8. The operator in the clean corridor get the “clean cart” back into the barrier any time after the disinfection process.

2.9. The dirty carts are wrapped by cling wrap to contain smell during the transfer to 7J.

3. **Transfer of the cages from 7H to 7J facility**

3.1. Before the transfer of the materials to 7J, the operator in 7H phone 7J to notify the transfer of the materials.

3.2. Staff in 7J will notify the 7H operator if the lift 21 is out of service.

3.3. The dirty carts are transferred to 7J facility by the following path:

   3.3.1. from the 7th to the 6th floor of H zone via lift 23,
   3.3.2. from 6H to 6J via the corridors in these zones.
   3.3.3. From 6th floor to the 7th floor of J zone via lift 21.

4. **Exit of clean material from 7J facility and the entry of dirty materials into 7J facility**

4.1. Before the arrival of the 7H colleague, clean cage materials on carts are moved from 7J facility into the decontamination room via the inner door, setting ready for picking up by the 7H colleague via the outer door.

4.2. Upon arriving the 7J exit B, the 7H colleague wash the wheels of the dirty cart with water using A designated hose there.

4.3. The 7H colleague take the clean cage materials from the decontamination room via the outer door. The inner door must be kept closed.

4.4. The carts, from 7H, containing the soiled cage materials is then transferred into the decontamination room and then close the outer door.

4.5. The clean cage materials are transferred to the dirty corridor of 7H for further processing.

4.6. The 7J colleague, in corridor B, disinfect the decontamination room by Virkon fogging.

4.7. The dirty carts are then moved to the dirty side of the cage washing room for the washing of the cage materials and the carts.

4.8. Another staff member mops the floor of the B corridor with Virkon.