**SOP Number:** O-013  
**Last revised:** 28Nov2017  

<table>
<thead>
<tr>
<th><strong>SOP Title:</strong></th>
<th>Water Drinking Bottle Processing in 7J facility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td>To provide clean portable water to the mice housed in 7J facility</td>
</tr>
<tr>
<td><strong>Responsibility:</strong></td>
<td>Technicians, Laboratory Assistants/Attendants</td>
</tr>
<tr>
<td><strong>Related SOP:</strong></td>
<td>NA</td>
</tr>
</tbody>
</table>
| **Written by:** | Dr. Siva Tsang (SO/APCF)  
**Approved by:** Dr. Anthony James (D/APCF) |

1. **Bottle Collection and Washing**  
   1.1. Bottles are collected into bottle crates from the cages and transferred away from the animal rooms to a service sink in Room 7213.  
   1.2. A bottle crate is transferred on the metal grid on a service sink, on which the caps of the bottles are removed and the bottles are locked in the bottle crate by securing the lid on the crate.  
   1.3. The water remaining in the bottles is poured into the sink by inverting the bottle crates.  
   1.4. The bottle crates are loaded into a bottle washing machine in Room 7312 and the bottles are washed by the bottle washer.  
   1.5. Bottles caps are loaded into a designated manifold and loaded into the bottle washer for washing.  
   1.6. The washed bottles and caps are baked at 115 °C for 1 hour.  

2. **Water Filling**  
   2.1. At the water filling station in room 7213, the disinfected water (by UV irradiation and filtration) is released from the tap for 2 minutes before filling the bottles.  
   2.2. The baked water bottle is filled with the disinfected water and capped with the baked bottle caps.  
   2.3. The filled bottles are covered by a piece of plastic sheet and put outside animal holding rooms for feeding.