1. Procedures

1.1. Transportation box receiving

1.1.1. The information on the importation documents comes with the transportation box must be checked to ensure the flight, animals, importing facility and health status are identical to those supposed to be received.

1.1.2. Received transportation box is checked for any accidental opening and damage.

1.1.3. If the animals can be observed via the box matches the number of mice in the box matching the number marked on the importation document.

1.2. Transfer of the transportation box into the Quarantine Room

1.2.1. Wipe clean the surface of the transportation box thoroughly with an autoclaved towel soaked with quaternary ammonium disinfectants. Care must be taken to reach all external surfaces of the box.

1.2.2. Repeat step 1.2.1. using another piece of quaternary ammonium disinfectants soaked towel.

1.2.3. Transfer the box into the Quarantine Room.

1.2.4. The technician will put on a disposable gown when handing the importing animals.

1.3. Transfer of the animals from the importation box to the quarantine cages

1.3.1. In the Quarantine Room, spray the surface of the transportation box with Virkon.

1.3.2. Wipe the surface of the transportation box with a piece of Virkon soaked paper towel.

1.3.3. Transfer the transportation box into the Microbiological Safety Cabinet.

1.3.4. In the Microbiological Safety Cabinet, open the box and aseptically transfer the mice into clean cages with a pair of disinfected forceps.
1.3.5. The animals will be distributed in new cages as the way they were grouped in the partitions of the transportation box (i.e. the mice in one partition are move to one cage), unless other instruction is given or the number of mice in one partition exceed the holding capacity of the cages to be used. Whenever possible, males will be housed individually to avoid fighting, unless co-caging is required by the users.

1.3.6. While transferring the mice, check the genders, earmarks and the coat color of the mice if they are specified in the document.

1.3.7. Mark all available animal and user information on a cage card accordingly.

1.3.8. Write down, on the cage card, also the quarantine information including the biosecurity risk category (high/low risk) and the corresponding minimal quarantine period.

1.3.9. Put the cage on a designated IVC rack for quarantine.

1.3.10. If two different batches of importing mice are received, the staff will completely wipe down the containment area of the Microbiological Safety Cabinet, and a new pair of sterile sleeve covers and gloves are put on before handing the second batch of transportation boxes.