

| | | |
|-----------------------------|--|---------------------------------|
| Document Number: ANP023 | Title: ROUTINE ANIMAL CARE <i>CONFIDENTIAL INFORMATION</i> MOLECULAR MEDICINE RESEARCH INSTITUTE | Effective Date: January 2005 |
| Section: Animal Research | | Supersedes Date: |
| Subsection: Facility | | Page: 1 of 3 |

1.0 OBJECTIVE

- 1.1 The objective of this Standard Operating Procedure (SOP) is to describe the procedures for the routine husbandry of animals housed at the Molecular Medicine Research Institute (MMRI) Animal Facility (AF).

2.0 SCOPE

- 2.1 This SOP applies to all of the animal rooms in the AF and all the animals housed within those rooms. This SOP covers the preparation, inspection, changing of cages and documentation duties.

3.0 POLICY

- 3.1 It is the policy of MMRI to establish written and approved procedures to assure that the animals are treated in a humane manner according to the Guide for the Care and Use of Laboratory Animals and educating personnel utilizing animals in their research.

4.0 RESPONSIBILITY

- 4.1 It is the responsibility of Manager of Animal Research or designated alternate to implement this SOP and revise it when necessary.

5.0 REFERENCES

- 5.1 The Guide for the care and Use of Laboratory Animals, National Research Council, National Academy Press, 2000.

6.0 PROCEDURE

6.1 Preparation of New Cages

- 6.1.1 Make sure that the cage assembly to be used is clean and dry.
- 6.1.2 Fill cage boxes with 1-2 inches of clean Sani-Chip® bedding.
- 6.1.3 Fill feed compartment of the wire bar lids with Laboratory Rodent Diet or equivalent.
- 6.1.4 Fill water bottles with filtered water and close with cap and sipper tube assembly.
- 6.1.5 Attach a cage filter top to the prepared cage.

| | | |
|-----------------------------|--|---------------------------------|
| Document Number: ANP023 | Title: ROUTINE ANIMAL CARE <i>CONFIDENTIAL INFORMATION</i> MOLECULAR MEDICINE RESEARCH INSTITUTE | Effective Date: January 2005 |
| Section: Animal Research | | Supersedes Date: |
| Subsection: Facility | | Page: 2 of 3 |

6.1.6 Attach a cage card-holder to the cage.

6.1.7 Place prepared cages on rack and wheel rack to the animal room.

6.2 Cage Inspection

6.2.1 Inspect each cage of animals daily. Observe any signs of sickness. Remove any dead or moribund animals and make a report to the AF manager or the responsible investigator. If these animals are on study, document the dead animals in the study notebook.

6.2.2 Check water bottles. Replace any bottles less than half full with a clean full bottle of water. Provide clean full water bottles every cage changing schedule.

6.2.3 Inspect the feed compartment. Refill any empty, or less than half empty compartments. Replace any soiled food.

6.2.4 Inspect cage bedding. Replace wet or heavily soiled bedding.

6.3 Cage Changing Schedule

6.3.1 Rats in Regular Racks

6.3.1.1 Replace all cage bottoms, bedding and water bottles twice a week or more frequently as needed.

6.3.1.2 Do a complete change out once a month, including wire bar lids and filter tops.

6.3.2 Rats in Ventilated Racks (Immunodeficient rats)

6.3.2.1 Replace all cage bottoms, bedding and water bottles once a week using autoclaved materials.

6.3.2.2 Do a complete change out once a month including autoclaved wire bar lids and filter tops.

6.3.3 Mice in Regular Racks

6.3.3.1 Replace all cage bottoms, bedding and water bottles once a week.

6.3.3.2 Do a complete change out once a month, including wire bar lids and filter tops.

6.3.4 Mice in Ventilated Racks (Immunodeficient mice)

6.3.4.1 Replace all cage bottoms, bedding and water bottles once a week using autoclaved materials.

| | | |
|-----------------------------|--|---------------------------------|
| Document Number: ANP023 | Title: ROUTINE ANIMAL CARE <u>CONFIDENTIAL INFORMATION</u> MOLECULAR MEDICINE RESEARCH INSTITUTE | Effective Date: January 2005 |
| Section: Animal Research | | Supersedes Date: |
| Subsection: Facility | | Page: 3 of 3 |

6.3.4.2 Do a complete change out once a month including autoclaved wire bar lids and filter tops.

6.4 Documentation

6.4.1 Initial each box on the Room Checklist corresponding to the task performed in each room.

6.4.2 Change the Room Checklist at the beginning of each month. Fill in the correct month and room number.

6.4.3 File in the Animal Facility (AF) archives for a period of at least two years.