

Document Number: ANP031	Title: STORAGE AND DISPOSAL OF DISPOSABLE ANIMAL CAGING <u>CONFIDENTIAL INFORMATION</u> MOLECULAR MEDICINE RESEARCH INSTITUTE	Effective Date: MAY 2016
Section: Animal Research		Supersedes Date: JANUARY 2005
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1.0 OBJECTIVE

- 1.1 This document describes the techniques and procedures for storing and cleaning animal caging and equipment.

2.0 SCOPE

- 2.1 This procedure applies to all animal related caging and equipment in the MMRI Animal Care Facility.

3.0 POLICY

- 3.1 It is the policy of MMRI to establish written and approved procedures to ensure that animal related caging and equipment are cleaned and stored in an appropriate manner, to protect the health, safety, and well being of employees and the animals.

4.0 RESPONSIBILITIES

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

5.0 PROCEDURE

5.1 Safety

- 5.1.1 Protective clothing, including but not limited to safety glasses, rubber or latex gloves, a disposable gown or lab coat, and shoes with non-skid soles, should always be worn when handling animal equipment. Wear a gown, gloves, booties, cap, and mask, when working in animal rooms where cages will be opened.

- 5.1.2 Immediately report any injury to the animal facility supervisor.

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5.2 Handling Dirty Animal Caging (MMRI uses plastic disposable cages from Innovive)

- 5.2.1 Transfer animals to clean caging. (Please refer to SOP #:ANP006)
- 5.2.2 Collect all dirty cages on a cart. Remove the cart from the animal room and place it in the dirty cage area.
- 5.2.3 Empty all soiled bedding from the cage bottoms and food from feeders into the garbage can lined with a plastic bag. Stack all assemblies of plastic cages i.e bottoms, lids, feeders, cage card holders, water bottles on a cart or pallet in the dirty equipment staging area. Since, rat wire lids are metallic, they have to be emptied out of food and stacked separately to be washed in the washer and reuse
- 5.2.4 Pack the stacks of dirty cage assemblies in thick plastic bag and set them aside for Innovive dirty cage pick up
- 5.2.5 Alternatively, innovive picks up the stacks of used cages as it is with dirty bedding
- 5.2.6 Empty the trashcan containing all the animal waste at the end of the day or cleaning cycle. Do not leave a full or partly-full dirty trashcan in the facility overnight. Place a clean liner in the bin after it has been emptied.
- 5.2.7 Wash all the dirty metallic rat wire lids in the washer for reuse

5.3 Handling & Storage of Clean Caging and Equipment

- 5.3.1 When the shipment arrives from Innovive, the boxes of rat and mouse cage assemblies are unloaded and stored on respective assigned racks which are stationed in the clean area/corner of Vivarium
- 5.3.2 Rat cage metallic wire lids are put through wash cycle in a washer and air dried in the same room and packed as set of 10 in a plastic bag and moved over on a cart into the clean area of vivarium
- 5.3.3 Temporarily, few of the left over clean cage assemblies from sealed packs are stored in clean drawers by the sink

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5.4 Autoclaving cages

- 5.4.1 Autoclaving of cages is currently not needed. If immunocompromised mice are to be housed, the same clean cages from innovice could be used to house them since, all of innovice cages are sterilized and double bagged