

# Snyder Mouse Phenomics External Animal Space Usage and Training as part of the SCoRe lab environment

## 1. Definitions

AUP	Animal Use Protocol
<i>in vitro</i>	Performed or taking place outside an organism (i.e. cell culture, organoids, etc.).
<i>in vivo</i>	Performed or taking place in a whole organism.
Phenomics	Snyder Mouse Phenomics Resource laboratory
PI	Principal Investigator
SCoRe	Snyder Community Resource
MPSD	Mouse Phenomics Scientific Director/PI
Snyder Institute	Short form of Calvin, Phoebe, and Joan Snyder Institute for Chronic Diseases
User	Individual who does work in the space. Includes individuals using the space for <i>in vivo</i> related imaging procedures (non-survival animal work) or other <i>in vitro</i> experimentation (in collaboration or independently if needed).

**NOTE: These instructions are applying as needed internally for direct Phenomics resource lab staff and will be implemented if it is deemed by the MPSD that users/collaborators have to work on their own in HSC2870A.**

## 2. Procedure

### 2.1. General Use

#### 2.1.1. Cleaning

2.1.1.1. All users must complete the below cleaning tasks and log their completion in the External Animal Site Cleaning Log.

2.1.1.1.1. Ensure waste is disposed of in the appropriate waste bin.

Ensure all animal carcasses and tissues are bagged and removed from the space/disposed of according to the applicable AUP.

– Garbage: non-hazardous waste only (no gloves)

- Yellow bin: any biologically contaminated waste (animal tissues where appropriate according to AUP)

2.1.1.1.2. Ensure all lab equipment that was used, or which may have been contaminated is properly cleaned. Ensure all equipment is powered off unless instructed otherwise. Return all room equipment/consumables to the original storage location.

2.1.1.1.3. Remove all external equipment/reagents/consumables.

2.1.1.1.4. Clean bench of any debris, then wipe down with Virkon, 70% ethanol, or other appropriate sanitizer.

2.1.1.1.5. Sweep floors to remove any debris, bedding, etc.

**! Note: All users (regardless of if the laboratory is used for *in vivo* OR *ex vivo* related experimental purposes) must follow this procedure.**

2.1.1.2. Weekly

2.1.1.2.1. The MPSD or associated staff will check the rooms at least weekly to ensure cleaning agents are in appropriate stock and not expired.

2.1.1.2.1.1. When preparing solutions the MPSD or associated staff will label bottles with the solution type, preparation date (not decanting date), and expiration date.

2.1.1.2.1.2. Virkon expiry: 7 days after preparation

2.1.1.2.1.3. 70% ethanol: 60 days after preparation

2.1.1.2.2. Phenomics staff will clean room floors if needed during the week and/or initiate monthly maintenance cleaning via housekeeping staff.

2.1.1.3. As needed:

2.1.1.3.1. MPSD or associated staff will replace and dispose of yellow bins.

2.1.1.3.2. MPSD or associated staff will restock equipment and general cleaning related consumables.

2.1.2. Equipment Maintenance

2.1.2.1. MPSD or associated staff will ensure the imaging equipment is regularly maintained.

2.1.2.2. MPSD or associated staff will ensure the anaesthetic equipment is maintained on a yearly basis (Note: anesthesia equipment is only allowed to be used by experienced/trained users.

### 2.1.3. Responsibilities

#### 2.1.3.1. User Responsibilities

2.1.3.1.1. Bring any reagents/equipment required to complete the procedure/experiment on top of reagents and equipment which will be provided through the collaboration with the Phenomics laboratory.

**! Note: users are responsible to ensure that restricted drugs for *in vivo* work (i.e. Ketamine, etc.) are covered under a valid exemption license and/or veterinarian prescription as outlined in the approved AUP).**

**!**

2.1.3.1.2. Clean the space and equipment (including imaging equipment) after use.

2.1.3.1.3. Ensuring they are aware of and trained on all required protocols and procedures.

2.1.3.1.4. Contact MPSD or associated staff if equipment requires maintenance or if consumable stock is low.

#### 2.1.3.2. Phenomics Staff Responsibilities

2.1.3.2.1. Maintain rooms and equipment.

2.1.3.2.2. Remove equipment from use when maintenance/service is required.

2.1.3.2.3. Maintain stock of materials for cleaning and other consumables.

### 2.2. Animal Use

2.2.1. Animal procedures will be limited to the certified spaces within the SCoRe laboratories including the Snyder Mouse Phenomics lab in HSC2870A.

2.2.2. Users are responsible for the supervision and health (including experimental as well as humane endpoints) of the animals within their care according to the experiment related AUP. No animal will be kept unsupervised during *in vivo* related experiments in the lab at any time. No animal will be kept within the facility for more than 12 hours (exemptions according to specific outlined procedures in an approved AUP might occur).

2.2.3. In case of an emergency (i.e. fire alarm) where the laboratory has to be evacuated for safety reasons, users who perform in vivo work are responsible for the appropriate emergency care of the animals (return to and secure cage, or euthanasia based on AUP approved SOP).

## 2.3. Training

2.3.1. All training will be recorded on the External Animal Site Training checklist. Users are responsible for accurately reporting on training completed outside the External Animal Site (i.e. completion of Laboratory Health and Safety and Biosafety Programs, AUP approval, animal procedure training). User will be required to complete training before being added to the External Animal Site Approved User List.

### 2.3.2. Room Usage Training

#### 2.3.2.1. External Animal Site Orientation

2.3.2.1.1. All users will read, understand, and acknowledge this document and complete a walkthrough of the space with the MPSD or associated staff.

### 2.3.3. Equipment Training

2.3.3.1. Training on or assistance with the imaging equipment in the external animal procedure rooms will be provided by the Phenomics lab and the MPSD or associated staff as needed and scientifically approved by the MPSD.

### 2.3.4. Animal Handling Training

2.3.4.1. MPSD or associated staff are not responsible for training users of the external animal procedure rooms on the animal use protocols/procedures that they will be performing. PIs and Users are wholly responsible for ensuring that they are properly trained on any animal procedures that will be completed in the space.

2.3.4.2. Mouse Phenomics internal staff will be responsible for their own training related to animal handling and associated experimental needs and lab duties.

### 3. References

#### 3.1. UCalgary Documents

3.1.1. [Laboratory Safety Manual](#)

3.1.2. [Biosafety Manual](#)

3.1.3. [Personal Protective Equipment Program](#)

#### 3.2. SCoRe Documents

3.2.1. External Animal Site Cleaning Checklist

3.2.2. External Animal Site Cleaning Log

3.2.3. External Animal Site Training Checklist

3.2.4. External Animal Site Approved User List

### 4. Change History

Version	Date	Change History
01	11 Apr 24	- New Document
		Reviewed and Approved By:
		Björn Petri