

SOP: **HU-03**

Title: **Cage Changing Procedures**

SOP Last Revision Date:
03MAY10

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the animal care requirements for cage changing. This SOP is associated with the daily husbandry requirements and care of specific pathogen free (SPF) mice to ensure adherence to aseptic standards. This SOP applies to the Laboratory Animal Research Core's Animals Facilities on the campus of the University of Missouri-Kansas City.

POLICY

It is LARC policy to meet or exceed all federal, state, and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

REFERENCES

- A.** Laboratory Animal Research Core Personnel
- B.** *EQ-02 Operation & Maintenance of a NuAire Laminar Flow Biological Safety Cabinet*
- C.** *LARC-02 Rodent Sentinel Program*

PROCEDURES

A. Daily Use of a Cage Changing Station (hood)

- a. Turn on the hood light. Spray the internal surfaces of the hood with disinfectant solution except for the interior ceiling of the hood as this will damage the HEPA filter. Wait two minutes; wipe down hood, then turn the blower on.
- b. Keep gloves moistened with disinfectant solution at all times when working in the hood. Re-spray hands whenever they are removed from the hood and before they are placed back in the hood.
- c. Place a clean absorbent drape (not blocking the front intake grill) on the work surface and saturate with disinfectant solution.
- d. Forceps tips are to remain in disinfectant solution when not in use (except overnight).
- e. All items are to be sprayed with disinfectant solution before entering the hood.
- f. Materials are to be organized with clean and dirty materials completely separated to prevent contamination.
- g. Microisolator cages are only to be opened in a biosafety cabinet or cage changing station.

B. Complete Cage Change

- a. Place clean cage in hood removing top lid and wire bar lid to set aside in a clean spot. Transfer cage card identification from the soiled to the clean cage cardholder.
- b. Remove lid from the dirty cage and place it upside down in the hood. Remove water bottle from the wire bar lid.
- c. Using forceps transfer the animals from the dirty cage into the clean.
- d. Place forceps back into the disinfectant solution and place the clean wire bar lid over the clean cage.

- e. Discard remaining food into the soiled cage and remove all soiled equipment and place outside the hood.
- f. Moisten gloves with disinfectant solution and rub onto entire outer surface of the gloves. Supply clean cage with fresh water bottle and one scoop of feed. Clean feed can be maintained inside the cabinet if space permits. If not, obtain a scoop of feed from feed container outside of the hood, being careful to not touch any non-sterile surface.
- g. Cover with a clean sterile microisolator filter top. Return the clean cage to the exact location on the rack it was removed from.
- h. Disinfectant the hood between different racks or cubicles applying a new saturated absorbent pad to the work surface and donning new gloves.
- i. If sentinel cages require changing, collect sampling as described in SOP *LARC-02*.
- j. Upon completion of cage changing, empty hood, shut off fan and spray the interior surfaces of the hood with disinfectant solution.
- k. Spray and wipe down the perforated diffuser screen and area under the work surface.
- l. Turn off the light in the hood.