



STANDARD OPERATING PROCEDURE

Title:	Access to the GEM Animal Facility		
Procedure:	GEM 1001(8)	Supercedes:	GEM 1001(7)
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1. SCOPE

This procedure describes how to gain access to the GEM Animal Facility located in the basement of the Macdonald building at St Pauls Hospital.

2. PURPOSE

To ensure all those requesting access are informed of access restrictions and requirements for the purpose of biosecurity, human security and safety.

3. RESPONSIBILITIES

It is the responsibility of anyone granted access to the GEM to follow the procedures detailed in this SOP.

4. PROCEDURE

- 4.1. Animal users must first receive approval from the GEM Facility Associate Director (AD) for access privileges.
- 4.2. Approval will be obtained by following all procedures in this SOP and by signing the Form " SOP GEM 1001(8) A – Form A

Version 2 / 3	Aug 01 07/ Aug 15 09	Updated form and Added XQ Room
Version 4 /5	Aug 15 11/Sep 1 13	Removed Walley lab/ Updated CCM, HLI Logo
Version 6 / 7	Sep 01 15/Sep 8 17	Added N95 and PPE restrictions / Change approval, and section 6.1
Version 8	Oct 9 19	Added UBC ACC to section 5.6., corrected minor typos

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- 4.3 Those requesting access will contact the GEM Facility Associate Director (AD), to discuss access procedures prior to entry. The AD will review all points with the user and setup fingerprint access if appropriate, (GEM SOP 1002(3) and conduct a mandatory orientation.
- 4.4 Access profiles on the Honeywell security and facility monitoring programs will only be created by GEM Staff and used by the Operations - Facility group who will use a secured password to access the system

5. UBC ANIMAL USE REQUIREMENTS

- 5.1. All users must have completed and passed the UBC online animal users course. The certificate number is required to be filled in on Form A (attached)
- 5.2. If participating in an approved animal use protocol, the users name must be listed on the protocol as per UBC ACC procedures.
- 5.3. If planning to perform animal handling or animal procedures, users must register for the next available UBC animal use courses at the Centre for Comparative Medicine (CCM) on campus. General handling skills and technical expertise should be communicated and if necessary, demonstrated to the GEM AD or GEM technical staff.
- 5.4. If skills are not at an appropriate level for the procedure required, the user may be requested to:
- 5.4.1. Complete and pass UBC animal use courses at CCM prior to start of study
 - 5.4.2. GEM staff that are certified to train, may train the user on the procedures
 - 5.4.3. GEM staff may perform the procedures if user's technical skills are not at a competent level.
- 5.5. Once access is granted, only animals ordered for the animal use protocol that the user is listed on are to be handled or used for procedures.
- 5.6. Any animals to be transferred between studies must be approved by the GEM AD and UBC ACC, in order to ensure protocol allows for procedures intended, and animal records are adjusted.
- 5.7. The user should work in designated areas for their project and not enter restricted areas such as the barrier unit, or containment areas, unless approved to do so.
- 5.8. The user must gain permission to bring in students, collaborators, or coworkers if that person does not have access.

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- 5.9 The user will conduct work during general work hours (6 am to 6 pm) to correspond with automated light cycles in the GEM Facility. If work is required outside of these general work hours, during the dark cycle, the user will contact the AD or GEM staff at minimum, 1 day prior to have their access profile adjusted and coordinate safe use of animals.
- 5.10 Animals that must be used after 6 pm for terminal timepoints must be removed from housing rooms prior to 6 pm so as not to disturb other animals in that room.
- 5.11 The user will communicate their project plans and schedule to the AD who will designate an area for the study and assist in coordinating equipment and technical assistance, as required.

6. ACCESS RESTRICTIONS

- 6.1. All users who have been in another animal facility or are working with non GEM animals or animals of questionable health status (XQ) from any other source cannot enter the GEM Facility on the same day. **(1 day downtime)**

To gain access to the GEM on the following day, the user must have showered, completely changed all clothes and SHOES and not have been in contact with rodents or rabbits on that day.

The external quarantine room (XQ) MB50B is used to house rodents for short term periods from non commercial vendors with questionable health status reports that may require rederivation prior to transfer into the GEM Facility, or for rodents temporarily in house for short term phenotyping procedures.

Any other areas outside of the GEM where animals are to be taken to conduct terminal studies require notification and approval. Approval from the GEM AD and consultation with the lab or core managers supervising these areas and notification to those working in these areas is required prior to transport. The cage, lid and water bottle must be returned to GEM staff and autoclaved prior to re-entry for cagewashing. The PI will be charged for any non-returned cages or accessories.

Carcasses for animals euthanized outside of the GEM, must be placed in the small freezer in the hallway near B52. Contact GEM staff for lock code.

- 6.2 The user must arrange for decontamination of any items that they wish to bring into the GEM that has been in other animal labs/contaminated areas. This includes equipment, collection tubes, solutions, instruments. See SOP GEM 2025(1).
- 6.3. All users are required to change shoes upon entry to the GEM Facility. For those accessing the facility infrequently, (less than once every 2 weeks) or those who

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cannot easily acquire a 2nd pair of suitable shoes, disposable shoe covers are available and can be fitted over shoes.

- 6.4. For users requiring frequent access, a pair of shoes (closed toe) can be brought in for decontamination by GEM staff using the Clarus Hydrogen Peroxide unit. These shoes can then be left in the facility for the user and taken with them when they leave the centre.
- 6.5. Users should not have rodent pets in their household and work in the GEM Facility. This includes gerbils, hamsters, mice, rats, rabbits, guinea pigs. There are specific viruses and contaminants that these animals can transfer to lab animals. If an outbreak occurs due to a break in protocol, the lab in question may be assessed and billed for cleanup – decon costs.
- 6.6. If the user lives or works with people working in other animal facilities, such as research labs, veterinary hospitals treating rodents, pest control personnel, wildlife raptor care facilities, approval of access to the GEM will require discussion with the GEM AD, their PI and GEM Animal Users Committee
- 6.7. ALL animal use and procurement for any area in the Centre for Heart Lung Innovation must be discussed with the AD regardless of study involvement.
- 6.8. The user may not bring non employees such as friends, family members or children, into the GEM. A tour can be arranged by GEM staff as appropriate.

7. PERSONAL PROTECTIVE EQUIPMENT

- 7.1. If accessing the conventional areas or modified barrier, a yellow gown can be worn over clothes. These gowns are available in a bin the entry area. When entering the lunchroom or washroom, hang the gown on a hook outside the room prior to entry.
- 7.2. To access the Level 2 containment area, users have the option to change into scrubs in the change room, OR don a yellow gown without scrubs, then gown up appropriately (designated yellow gown, bouffant cap, booties, gloves) when entering the containment area. See SOP GEM 1005 Containment Level 2- Entry and Exit Procedures for Personnel and Procedures
- 7.3. The barrier (bioexclusion) unit will be accessed by GEM staff. Research staff must request special access. Users will shower, and change into sterile scrubs and gown up further when entering the barrier housing area.
- 7.4. Masks (N95) must be worn during cage dumping and when multiple cages are open at one time. Check the room door for room PPE requirements.
- 7.5. Gloves are to be worn when handling animals.

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8. ALLERGIES

- 8.1 If users have known Lab Animal Allergies or any concerns with potential allergic reactions to any animals housed in the GEM Facility they should discuss this with the AD and their PI prior to entry.
- 8.2 Masks (N95 or respirator) and gloves should be worn at all times if allergic response is a concern. Severe reactions (anaphylactic shock, bronchial spasms, edema of the eye and throat), can occur. If you have a history of allergic responses to fur bearing animals, work in the facility should be reconsidered and discussed with your supervisor and the AD prior to initiation of the study

9. DOCUMENTATION AND FORMS

FORM A (page 6)

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FORM A

1.1. I, _____ understand and agree to follow all procedures and restrictions outlined in SOP 1001(8) Access to the GEM Animal Facility.

2. If animals are requested to be placed in the pass thru by GEM staff, for work in designated sites, I agree that the procedure will be acute (Terminal) and the animal will be euthanized on the same day.

3. If for any reason this cannot be followed I will immediately contact the GEM Associate Director or if unavailable, GEM staff during work hours to determine if an alternate suitable location can be identified, such as the XQ. If a location is not identified, I will euthanize the animal.

4. I have successfully completed the UBC Online Animal Ethics Course which is required by the UBC Animal Care Committee to participate in any work with animals at this university.

My certificate number is _____

To work directly with animals on handling or procedures, I have completed and passed:

Certificate number for UBC Animal Care Courses completed (as appropriate)

Rodent Biology and Handling Course _____

Rodent Anesthesia Course _____

Rodent Surgery Course _____

Signed _____ **Dated** _____