

**University of California San Francisco
Laboratory Animal Resource Center
STANDARD OPERATING PROCEDURES**

<u>Unit</u> Husbandry	<u>Species</u> Rodent	<u>SOP #</u> H-106	<u>Date Issued</u> 7/1/2015
<u>Title</u> In & Out Barrier procedures			

“In and Out” Barrier space is maintained for rodents who must leave the barrier for certain research procedures, such as imaging and some surgeries that cannot be performed within a LARC Barrier facility. Breeding stock is maintained in barrier housing. However, individual animals may be moved to lab for procedures and then housed in the “In and Out” barrier space.

AUTHORIZATION

- “In & Out” barrier use is authorized either by LARC or in IACUC protocols.
- Key card access to the In & Out area is granted only to persons engaged in studies requiring this special space.
- Standard training and orientation is required before key card access is granted.
- Key cards are for the individual and may not be shared with others. Each individual must separately use card for entry (no “piggy-backing”).

ACCESS INTO THE BARRIER – ANIMALS

- Vendor Rodents: Approved Vendor rodents (see SOP *H-108 Approved Rodent Vendors*) may be ordered directly into the In & Out Barrier.
- UCSF Rodents: UCSF barrier housed rodents who are not under quarantine may enter In and Out space either via barrier to barrier transportation service or other transportation means as approved by LARC. They cannot return to the full barrier.
- Outside Institutions: Rodents from non-UCSF institutions may need to undergo a standard Incoming Rodent Quarantine (IRQ) prior to being admitted to the In & Out Barrier. These are reviewed on a case by case basis.
- Breeding of animals in the In & Out space is not permitted without LARC veterinarian approval and requires a written scientifically based justification.

ROOM ENTRY ORDER AND SPECIAL CONSIDERATIONS

- Enter rooms in the following order: **Super Barrier > Barrier** (rooms not under quarantine) > **In & Out = labs > MCB conventional/dirty** housing. For rooms under quarantine or isolation, contact LARC veterinarians or the area manager for guidance on when or if such rooms can be entered.
- Once you have entered a lower entry level room (such as “conventional”, In & Out or lab you must not enter a higher level room the same day unless you take a

shower (including washing hair) and completely change your outer clothing (including shoes). See SOP *H-101 Rodent Barrier Procedures* section 2 “Entering the Barrier”.

- Always minimize your exposure to non-barrier animals while working in labs.
- Lab spaces should be cleaned and decontaminated on a regular basis.
- Once within any facility, you should minimize traffic between animal rooms.

CAGE IDENTIFICATION

- Cages must be labeled with an accurate up to date LARC bar-coded cage card
- Ensure that emergency contact information is accurate and if not, attach accurate information to the cage or add to the cage card. Rodents needing emergency care require that LARC can contact you at all times.

VARIATIONS: At their sole discretion, LARC veterinarians or their designated representatives may grant variations to these guidelines and procedures.

Copy of lab receipt of this SOP verified by:

LAB Signed: _____ date: _____

Print Name and contact information:

Approval-Date: JW 6/14/2012; KL 7/1/2015
Supersedes: 9/25/09, 6/14/12