

Standard Operating Procedure

SOP Number: **02-18-4107**
Service: **Research**
Operating Section: **Husbandry**
Unit: **CMF**
Title: **Transferring Rodents to Clean Caging in a Conventional System**

Purpose:

To describe the procedures for changing rodent cages in a conventional system.


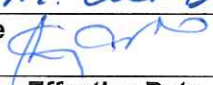
Procedure:

- 1) The technician changing cages must wear PPE as posted. Prior to the start of changing cages, the surface where the changing is to take place should be cleaned with an appropriate disinfectant (see SOP, "Preparation and Use of Disinfectants").
 - 2) A clean cage containing bedding is placed on the changing surface. If wire tops and cage card holders are scheduled for changing, these are included with the clean cage.
 - 3) The dirty cage is removed from the rack and placed next to the clean cage on the changing surface. The wire top is open just enough to allow access to grasp the animals by hand and transfer them into the clean cage. The cage card is placed onto the clean cage. The dirty water bottle (if used) will be placed in a bottle rack and replaced with a clean bottle. The clean cage is returned to the rack.
 - 4) If the wire top is replaced, the food from the dirty top is placed into the dirty cage. New food will be placed in the new wire top. A clean water bottle (if used) will be placed in the wire top of the clean cage.
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Comments:

Every effort will be made to minimize cross-contamination. Gloves will be disinfected with an appropriate agent between handling of boxes. Gloves will be changed between animals identified as belonging to different investigators.

APPROVALS

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| Responsible Official Signature | | Date | |
|  | | 4/28/18 | |
| QA Signature |  | Date | |
| | | 04/26/2018 | |
| Version | Effective Date | Supersedes | Original Date |
| #3 | | #2 | 07/14/06 |