



Standard Operating Procedures (SOP)

Title: Animal Management and Housing at the SAIL Facility	SOP No. SAIL-SOP-02
	Version No. 02
	Effective Date: July 28, 2017
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Distribution

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1. Purpose

To describe and outline the proper housing and care arrangements for animals kept at the SAIL short-term housing facility room in the RI-MUHC Animal Resources Division (ARD) for the purposes of studies involving imaging of live animals.

2. Scope

These procedures are applicable to all studies that require the housing of animals at the SAIL facility for any period of time.

3. Responsibility

- 3.1 It is the responsibility of the study's Principal Investigator(s) and/or his/her designate(s) to ensure compliance with this procedure. The SAIL manager and/or his/her designate must be informed of housing arrangements (e.g. number of cages, specific conditions, and projected length of stay) a minimum of two weeks in advance of animal arrival(s). Should the animals be transferred to the SAIL from the Glen animal facility or from an outside facility, please refer to SAIL-SOP-01.
- 3.2 All individuals who require access to the RI-MUHC ARD facility must be on a valid and active animal use protocol (AUP) registered with the Glen FACC, and must complete the ARD facility's orientation and workshop program. For more information please contact the ARD Manager.

4. Materials

- Clean cages
- Small biohazard bag for carcasses
- Autoclaved water bottles, Hydropacks and/or Hydrogel hydrating replacement.
- Personal Protective Equipment (PPE)

5. Procedure

- 5.1 When manipulating animals, all mandatory PPEs should be put on: bonnet, mask, gloves, sleeves
- 5.2 On the day of the scheduled session, animal subjects will be brought to the appropriate procedure room in their housing cages from the SAIL short-term housing room as per SAIL-SOP-01.

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- 5.3 Animals to be used in a study involving housing at the SAIL short-term housing room, should ideally be given at least 72 hours as an acclimation period between the time of their reception in SAIL housing rooms and their initial scan session. Animals being transported from external facility to the SAIL should follow McGill SOP on Animal acquisition, receiving and acclimation.
- 5.4 At the end of the session, replace the animals in their respective housing cages, remove the water bottles or Hydropacks from the cages and return them to the appropriate SAIL housing room as per SAIL-SOP-01.
- 5.5 Before replacing the cages back into the rack in their designated spot, ensure that food is available (fill if necessary from food storage containers located in the biosafety cabinet) and ensure that the water systems are operational by pressing on the water sipper located on the rack. If water system is not functioning properly, replace the water sipper with a new sterile one. If problem persists, contact ARD staff.
- 5.6 If cages are dirty, place the animals in a new cage available in the SAIL housing room and bring any empty dirty cages on the designated table in the corridor beside the necropsy room.
- 5.7 If any animals are to be euthanized during the course of the session, the carcasses should be placed in a small biohazard bag and stored in the fridge of the necropsy room. If the animals are radioactive, they need to be stored in the biohazard freezer located in Room ES2.8429 for proper disposal at a later time by SAIL staff, once the radioactivity will be decayed.

6. References

SAIL-SOP-01: Rodent Transport Procedures

7. Appendices

None.

