

SOP Clinic Experimental Research Unit (KEB)

(Last update: 12/29/16)

The clinical and experimental projects performed at the clinic experimental research unit (KEB = Klinisch Experimenteller Bereich) of the Interfaculty Biomedical Research Facility (IBF) are often very complex. The strict compliance of the guidelines listed below is required for successful scientific work according to the animal protection regulations. Failure to observe these rules may lead to blocking of the access card and work prohibition depending on the severity of the violation.

1. Introducing new experimenters:

Before starting any activities, new experimenters have to introduce themselves to the KEB coordinators Ms Gärtner (room 0.69 on the ground floor (EG), phone: 54 8270) or Ms Chourbaji, PhD (room 0.58 on the ground floor (EG), phone 54 5723). There you should submit the filled-out work clearance form Freischaltungsformular¹, including a passport photo) for the access card. A prior appointment is strongly recommended! - During introduction, you will receive instructions according to the Genetic Engineering Act and the following aspects of the upcoming activities are discussed:

- General experimental procedure / special diets
- Mice or rats, cage type, number of cage spaces required
- Are any surgical procedures planned? If so, of what kind?
- Where will these procedures be performed: in the small animal surgery room or in the injection room (S3**)?
- Special postsurgical care required?
- What kind of stress are the animals exposed to?
- What kind of equipment, anesthetics or drugs are needed?
- Will a special diet have to be adhered to?
- Any special instructions for the animal technician?

Afterwards, during a walk-through of the KEB, you will be shown the facilities and the code of practice is discussed. Where appropriate, you are introduced to the animal technician staff.

2. Guidelines for users:

Working with animals within the KEB is restricted to persons who are reported by name as coworkers to the animal welfare officer responsible for the project in question and who are instructed according to the Genetic Engineering Act as well as by the KEB coordinators (see above). You are only authorized to access the KEB with your activated personal access card. Trespassing the KEB, for example by using a "borrowed" access card, will usually result in blocking all cards of the respective working group for safety reasons.

¹ Download from: www.uni-heidelberg.de/einrichtungen/IBF/berechtigung

Please hang jackets, white lab coats or gowns brought along on the provided hooks in the corridor in front of the double-door access room.
Use the lockers for valuables, but not to store materials!

You are not allowed to bring writing utensils, documents, cell/mobile phones, keys, any kind of bags, feed etc. to the KEB!

Consumable supplies such as standard syringes, needles, Eppendorf tubes, ball or felt-tip pens and pencils are at your disposition within the unit.

In case of additional needs, you have to discuss this with the coordinators (see above) in time. Such items can be autoclaved or chemically decontaminated (e.g. using Antifect/Mikrozid Sensitive) before introducing them into the controlled access room.

The transfer of cells has to be discussed with Mrs. Gärtner.

3. Rules for the area in front of the double-door access room:

- Put your jackets, bags etc. into the lockers provided
- Take off your shoes in the red area
- Put on green overshoes in the green area
- Enter the double door system / gowning area

4. Rules inside the double-door access room (all devices are noncontact):

- Wash your hands with soap and dry them
- Put on lab coat, hood and face mask
- Disinfect your hands
- Put on gloves

5. Premises:

Every animal room is connected to the access cards. Experimenters will have access to the room containing their animals and, as a consequence, are able to access them also when the animal technicians are not working. This is a great advantage for clinicians. However, we recommend coming during working hours whenever possible. As a rule, you will then always find a person in charge in case of problems.

If animal experiments are planned to be performed outside of the KEB, you have to send a fax² with the information when the animals should be placed in the release room or (after informing the animal technician staff) when experimenters will take the animals there. You are not allowed to take the animals through the double door-access room of the KEB in any direction. The cages must be covered or placed into a box during transport and you have to use the first basement for release. You may not take the uncovered cages across the campus.

² Download from <http://www.uni-heidelberg.de/einrichtungen/IBF/formulare/index.html>

Cages containing animals for a final experiment require a batch card. This is filled out by the animal technicians only.

Cages (including filter tops, bottles etc.) plus the batch must be returned within two weeks to the cage cleaning facility in the basement of the IBF opposite to the rooms 99.14/99.18. This has to be done during service hours (workdays: 6.30 p.m. – 4 a.m.). If there is a delay or no return of cages, the research group will be charged a fee for the entire equipment.

You are **by no means allowed to bring this material back to the release room** or even into the KEB!

6. Working in the KEB:

On the cage (on the cage card or on an additionally placed card) the name of the researcher, his e-mail and phone are required.

You must annotate each procedure performed on the cage card (surgery, injection and medication used, blood sampling, indicating the respective date). You have to check out dead animals on the list on the wall!

If you need any particular items on a regular basis, you may use a locker within the KEB to avoid frequent introductions into the unit by autoclaving or disinfection. Please consult the animal technician staff!

If elaborate procedures (such as putting animals into fresh cages or weighing feed or water daily, etc.³) are required regularly during the experiment, this should be discussed with the coordinators and, if necessary, performed by the experimenter him/herself.

Dirty cages, covers and bottles used inside the KEB are placed on the laboratory trolley designated for such purpose, labeled „dirty“.

When done with your work in the KEB, whether in the animal room or in the treatment room, wipe and disinfect the desk. If necessary, sweep the floor.

7. Before and after surgery:

The workstations at the small animal surgery can be booked via a booking system hosted by the IBF. It can be found here:

<http://www.uni-heidelberg.de/institutions/ibf/service/surgery.html>

³ In the case of special requirements resulting in material- and time-consuming keeping of animals, we usually charge an increased keeping fee.

Use of the booking system is mandatory. On this site, you can also find the links for registration (business e-Mail address mandatory) and cancellation of bookings. Bookings have to be cancelled three days in advance. Bookings can only be cancelled or altered by the administrator (contact: kalenderadmin@ibf.uni-heidelberg.de)

Currently, three workstations are available for working with mice and another three for rats.

You should coordinate a planned surgery with the animal technicians at least one working day in advance to ensure that the required animals are placed in a clean cage and to provide possibly required items.

Make sure that, after surgery, only animals completely awakened from anesthesia are brought back to the release room (remember the filter top)!

Post-surgical care (analgesics if needed) and monitoring of the animals –if necessary, several times a day– is obligatory! You have to annotate each procedure performed on the cage card (drugs: time, way and dose of administration).

In case of complications, you should consult the IBF veterinarians.

You have to inform the animal technicians (e.g. on the cage card) on how to handle dead animals (such as placing them in the refrigerator or freezer if required or informing the experimenters).

8. Use of Behavioural test equipment

Please contact Ulrike Gärtner or Sabine Chourbaji for reservation of the behavior room and/or housing in a reversed dark-light cycle.

9. Ordering animals into the release room:

Please fill out the form (see footnote 2) completely in order to allow the processing of your request! Submit the form by fax or by e-mail to the KEB at least one working day before the animals are to be placed into the release room.

10. Ordering animals from a commercial breeder:

You have to fill out the respective form and the IBF will place the order. For further information, see our web page:

www.uniheidelberg.de/einrichtungen/IBF/tierbestellungen/kleintiere_allgemein.html

11. Important contacts:

KEB

Phone: 54-5722 and 56-36169

Fax: 54-5734

E-mail : keb@uni-heidelberg.de

Ulrike Gärtner (KEB Manager)

Phone: 54-8270 and 56-38439

Fax: 54- 8265

E-mail : ulrike.gaertner@urz.uni-heidelberg.de

Dr. Sabine Chourbaji

Phone : 54-5723

Fax: 54-5735

E-mail:chourbaji@uni-heidelberg.de