

## Code of Behaviour - EXPERIMENTAL Animal Facility DRFZ:

### Basic Principle:

The experimental animal facility of the DRFZ Mitte (also called “clean facility”) is located on the 5<sup>th</sup> floor of the building. There are two rooms for mouse husbandry and two laboratories accessible for the purpose of animal experimental work of every working group. The biological safety level is S1. The number of the genetic engineering facility is 114/97.

The following rules are absolutely necessary to prevent the spreading of pathogens and to ensure an orderly animal experimentation in strict agreement with the German Animal Welfare Law. Please be aware that otherwise, you endanger and possibly bias your and your colleagues' work and results and that you will have to face serious legal consequences.

**Access is only possible after introduction** by the veterinarians.

Any person working with mice has to participate in the **weekend shifts** monitoring the mice. In order not to disturb other mice during the experiments, any procedures must be performed inside the laboratories of the animal facility (NOT inside the husbandry rooms).

### Recording:

Any animal used for experimental purposes has to be recorded according to § 9 of the **German Animal Welfare Law** (Tierschutzgesetz). Additionally, recording is mandatory for genetically modified mouse strains according to the **Gentechnik-Aufzeichnungsverordnung** (GenTAufzV).

### Access to the facility:

You are **not** allowed to enter if you have already been to the quarantine facilities in Mitte or to any other animal facility on the same day.

If you enter the experimental facility you are **not** allowed to enter the breeding area in Marienfelde on the same day!

### Bringing mice inside the facility:

1. Without prior approval: only mice from the breeding areas of DRFZ Marienfelde.
2. Mice from Charles River (only strains to be found in our database).
3. After approval of health certificate by the veterinarians: other commercial breeders, Charité Units.
4. No other mice are allowed to enter!
5. Exchange of mice between S1 and S2/S3 areas is strictly forbidden.
6. **Never bring mice in on your own!** All mice have to be brought in by the animal caretakers. If any mouse is found which was not brought in by the caretakers, all animals in the experimental area will be killed immediately and the experimental area will be closed for disinfection.
7. For every animal project holding a G-, O- or H-number, the [information sheet for animal experiments](#) including the score sheet has to be filled out and provided for the veterinarians and the animal caretakers. This sheet is necessary to ensure caretaking and assessment in accordance with the respective animal experiment.

### Taking mice out of the facility:

1. **Documentation of every mouse that has left the facility is necessary.** The person who kills an animal must enter it both on the cage card and in the PyRAT livestock database. If there is no access to the database (e.g. during weekend duty when sick/dead animals belonging to another AG are found), a corresponding note with information on the removed mouse (ID, cage ID) must be deposited for the animal caretakers in their office.
2. Use a clean cloth for covering the cages during transportation of the mice to your lab. Please bring the cloths to the basement for cleaning immediately after use.
3. Mice are allowed to be kept only under the hood in your lab and only for a period of less than 12 hours.
4. **Mice that have left the facility are not allowed to be taken back in.**

### **Entering the facility:**

1. Write down your name and date into the entry book.
2. Leave your lab coat, shoes and bulky clothing inside the entrance room.
3. Take off watch and rings and thoroughly disinfect your hands before you enter the next room.
4. Put on overall, socks, rubber clogs, hairnet, mask and gloves and disinfect the gloves. Make sure that hair and skin are entirely covered (except for the face).

### **Behaviour inside the experimental area:**

1. Be aware that each time you take out cages of the rack and open them you break the hygienic barrier between the different hygienic levels inside and outside the cage. Open cages when necessary to carefully inspect the mice. Never open more than one cage at the same time!
2. Take the time to check the well-being of all of your mice because you are the responsible person. If necessary, contact animal caretakers or veterinarians. Check the water bottles every time you inspect cages and put in a new one if there it is filled to less than one third. Place mice into a clean cage if the bedding is wet or littered considerably with droppings (water bottles and ready-to-use clean cage bottoms are in the storage room).
3. Disinfect your gloves after every cage you handled and let the disinfectant dry before touching anything else, especially the mice.
4. After finishing your work, clean and disinfect every surface inside the lab and animal rooms that has come in contact with mice.
5. Make sure that the cage cards are up-to-date and labelled with the **correct animal experimental number**.

#### **System of cage cards:**

**PyRAT cage card:** Used to provide information about the mice in the cage and is provided by the animal caretakers. Any treatments/interventions carried out must be entered in the comments section of the card.

**Red cage card:** Emergency card. Observations relating to animal welfare, such as animals found dead, injuries or other, must be entered on this card. It is then placed at the front of the card holder to mark the cage.

6. Please leave the equipment and rooms as tidy and clean as possible. The animal caretakers do not have time to clean up your work space.

### **When you leave the facility:**

1. Disinfect your hands thoroughly inside the entrance room of the facility.
2. If you take out cages: put on a clean lab coat and gloves for the route of transport to your lab. Place the lab coat in the laundry after finishing work with your mice.

**If you have any questions,** please contact

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**Your animal caretakers and veterinarians**