

Rules of conduct for the quarantine area of the DRFZ Berlin Mitte:

The quarantine area of the DRFZ in Berlin Mitte is located on the 5th floor and is comprised of one mouse husbandry room and one laboratory. The biological safety level is S1. The hygiene rules and regulations for bringing mice into this husbandry are less strict than for the experimental animal facility, hence the name “quarantine”.

The quarantine allows working groups to perform short-term experiments at short notice until the new strain is introduced via embryo transfer (ET) in the breeding facility of Marienfelde.

Keeping a strain in the quarantine is limited to a duration of 12 months.

After 12 months, every newly imported strain must be eliminated, in order to permanently ensure enough space for the import of mouse strains. If the strain’s desired usage period exceeds a period of 12 months, simultaneous sperm/embryo import with consecutive ET and establishment in the breeding facility is therefore advisable.

Experimental procedures are not allowed in the husbandry facility of the quarantine. All experimental procedures except for ear punching for marking purposes/genotyping are to be conducted outside the animal room in the quarantine lab.

Please make sure you strictly follow the rules below, especially in order to prevent spreading of *Pasteurella pneumotropica* to other areas 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.

After you have been to the quarantine area or handled mice or cages from here, you are NOT allowed to go into

1. the **breeding area in Marienfelde** for the next 48 hours (i.e. if you visit on Monday, you are allowed to go to House 6 earliest on Wednesday) or
2. the **experimental mouse facility in Mitte** on the same day.

For other animal facilities, other quarantine durations may apply. Please contact the facilities’ veterinarian for their respective regulation.

If you enter only to check on your mice: please do that at the end of your workday so that you do not have to go back to your lab.

Mice allowed into the quarantine area:

1. All mice need the veterinarians’ approval based on a health certificate prior to the import. The veterinarian will inform the animal caretakers about newly imported mice. If any mice are found in the quarantine without the veterinarian’s prior permission, ALL animals in the quarantine will be killed immediately and the quarantine will be closed for disinfection.
2. Make sure the cage cards are up-to-date and labelled with the correct **animal license number**.

Mice leaving the quarantine area (only in exceptional cases after individual consultation):

1. If an animal has left the quarantine, it may not re-enter at any time.
2. Take as few mice as possible out of the quarantine. Hence, carry out as many procedures (e.g. removal of organs) as possible within the quarantine but not within the husbandry room itself.
3. If you want to take mice out of the quarantine, please contact the animal caretakers who will transport the mice out of the quarantine for you. In the rare case that you have to take mice out yourself, always wrap the cages in a clean covering cloth for transport. Please bring the cloths to the basement for cleaning immediately after use.
4. Outside the quarantine, mice must be kept only under the hood in your lab and only for a period of less than 12 hours.
5. **Every "exit"** (whether use or death) **must be documented**. 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 mice in the database (e.g. during weekend duty when sick/dead animals belonging to another group are found), a corresponding note with information on the removed mouse (ID, cage ID) must be deposited with the animal carers in the office.

When you enter the quarantine area:

1. Leave your shoes and other bulky garments outside in front of the first door.
2. Put all your clothes and other things into one of the lockers inside.
3. Disinfect your hands.
4. Put on underpants, overall, socks, rubber clogs, hairnet, mask and gloves; disinfect the gloves.
5. Please inform the animal caretakers if the supply of any garment is running low.
6. Sign your name and date of entry into the **entry book**.

When you leave the quarantine area:

1. Disinfect your hands after taking off your gloves in the personnel lock.
2. Put your overall and other garments inside the containers / waste baskets.
3. **Take a complete shower and wash your hair!**
4. If you take out mice / cages: put them into a fresh cage, put on a clean lab coat and gloves for carrying them. Discard the lab coat in the laundry when you have finished working with your mice.
5. Wear a lab coat and gloves every time you handle the cage or the mice.
6. Make sure to disinfect everything in your lab that might have come into contact with the cage or the mice.
7. If you have any contact with mice from the quarantine area – even without having entered the quarantine yourself – the rules above also apply.

Records:

Every animal used in an animal experiment must be recorded according to §9 of the German animal welfare law. Moreover, additional records must be kept for genetically modified strains according to the **Gentechnik-Aufzeichnungsverordnung** (GenTAufzV).

If you have any questions, please contact

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Your animal caretakers and veterinarians