

Hygiene-independent breeding and holding (“mouse hotel”)

(Stand 29. Januar 2015)

In this area, breeding to evaluate the necessity of an embryo transfer and the holding of animals with unconventional hygiene levels is possible.

If your animals are destined for the mouse hotel **depends on the intended use and their hygienic status.**

Compliance with the following rules is necessary for scientifically sound and animal-friendly work. Infractions can lead to access card suspension and work ban.

1. Introduction of new scientists

New scientists should introduce themselves to Mrs. Gärtner (EG, Raum 0.69, Tel.: 54 8270 or 56-38439) **before working in the mouse hotel.** You should bring the filled-out application for your access card (don't forget to bring a photo).

Making an appointment is absolutely necessary.

During the introduction you will be lectured according the genetic engineering law and following aspects of your future work will be discussed:

- General experimental procedure
- Mouse or rat, cage type, amount of needed cage spaces
- Are surgical procedures planned? If yes, what kind?
- Will special post-surgical aftercare be needed?
- How much stress will the animals be subjected to?
- What equipment, anesthetics or other drugs will you need?
- What do our animal technicians have to look out for?

During a walk-about through the mouse hotel, you will see the rooms and the rules of conduct will be explained to you. Where applicable, you will be introduced to the animal technicians. Current head animal technician is Heidi Büssecker.

2. Notes for the scientist:

Working with animals in the mouse hotel is only allowed for persons, who are registered by their animal welfare officer as staff in the respective animal experimental project, are instructed according to the genetic engineering law and were instructed by the coordinators of the mouse hotel.

Entry into the mouse hotel is only possible with your personalized access card. Access with another card, e.g. borrowed from someone else, results normally in de-authorization of all access cards from the respective group due to safety reasons.

Jackets, lab coats and surgical gowns that are brought along are hung at the hooks in the entry area before entering the decontamination area.

For valuable items, metal lockers are provided. These are not to be used as storage areas for equipment.

It is extremely important, that if you are working in the mouse hotel or with rodents outside of the IBF, you are not allowed to enter the KEB on the same day. There should be a minimal wait time of two days.

Consumables like syringes, syringe tips, Eppendorf tubes and writing materials are provided in the mouse hotel.

3. Behavior outside the decontamination area

- Place all jackets, bags etc. in the lockers
- Enter decontamination area

4. Behavior inside the decontamination area

- put on overshoes or green clogs
- wash hands with detergent and dry them
- put on surgical gown, bonnet and face mask
- disinfect hands
- put on gloves

5. Cage material

Animal cages that are provided for final experiments must be accompanied by a cage slip which are filled out by the animal technicians.

Empty cages, filter tops and additional equipment has to be returned **within 2 weeks** to the IBF and brought to the cage washing facility (basement, opposite to rooms 99.14./99.18) with the pink cage slip. The cage washing facility is staffed from 6:30 to 16:00.

If the material has not been returned within 2 weeks you will be docked a fee for the late return. If you are within the time you will be given the pink and yellow cage slip.

You are not allowed to return cage material to the mouse hotel or its entry area.

6. Work in the mouse hotel

- On the cage card (in case of lack of space please use an additional card) following information has to be provided: project number, name of scientist, telephone number and e-Mail address.
- Any procedure done to the animal has to be noted on the cage card (surgery, application and drug used and blood withdrawal have to be noted with a date). Dead animals have to be noted on the “departure form” in the animal room.
- If in the course of the experiment extensive care is necessary on a regular basis (like daily cage change or weighing of food and water) this has to be discussed with the coordinators. Eventually the scientist has to do it himself.
- Dirty caging equipment (bottles, lids etc.) must be put on the provided cards with the note “Dirty”.
- For time-consuming non-standard care a higher daily rate is charged.
- After every procedure in the mouse hotel, regardless if in the animal room or the treatment room, the table has to be cleaned and disinfected. If necessary, clean the floor, too.

7. Procedures before and after surgery

- Before a planned surgical procedure, you should inform our animal technicians 1-2 days in advance to ensure that proper aftercare is provided and needed materials can be obtained.
- After surgery, only animals that have completely awoken from the anesthesia are allowed to be brought back into the animal room.
- Daily post-surgical control (if necessary, several times per day) and aftercare (like providing analgesic applications) of the treated animals is crucial! Every treatment has to be noted on the cage card (what drugs were applied, how and what dosage?).
- If there are complications, you have to consult an IBF veterinary.
- You have to inform our animal technicians about how to treat your dead animals (if necessary: storage in fridge or freezer / notification of scientist).

8. Animal orders

- To date, only after arrangement and delivery notification
- Link to form
 - <http://www.uni-heidelberg.de/einrichtungen/IBF/formulare/index.html>

9. Animal orders from commercial breeders

- Orders of experimental animals may only be undertaken by the IBF according the university chancellor at the University of Heidelberg. For further information, see:
 - www.uni-heidelberg.de/einrichtungen/IBF/tierbestellungen

10. Importing animals

- Further information regarding animal imports you can find on the homepage of the BTL:
 - http://www.uniheidelberg.de/einrichtungen/IBF/btl/btl_formulare.html

11. Disposal of animal bodies

- Animal bodies have to be disposed in room 0.70 (deep freezer), ground floor.

12. Important contacts:

Maushotel	Telefon: 54-5721 Fax: 54-5727 e-mail: hotel@uni-heidelberg.de
Ulrike Gärtner	Telefon: 54-8270 und 56-38439 Fax: 54-8265 E-Mail: ulrike.gaertner@urz.uni-heidelberg.de
Dr.Sabine Chourbaji	Telefon: 54-5723 Fax: 54-5735 E-mail: chourbaji@uni-heidelberg.de
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