



OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	117	Rodent Escape	Revision #:	2
Date Effective:	12/14/20		Supersedes:	1

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PURPOSE

The purpose of this document is to outline the procedures that OLAC staff will follow to capture loose laboratory rodents at the University of California, Berkeley.

SCOPE

This document applies to all OLAC staff members and researchers working in rodent areas.

RESPONSIBILITY

Following these procedures is the responsibility of all OLAC employees and rodent lab members.

DEFINITIONS/ACRONYMS

- OLAC: Office of Laboratory Animal Care
- SAT: Senior Animal Technician
- PAT: Principal Animal Technician
- AHT: Animal Health Technician
- PI: Principal Investigator
- Rodent: For the purpose of this SOP, this term refers to mice and rats only

PROCEDURE

1. In the event that a rodent is observed escaping from its cage/enclosure or is found loose in the room, follow the initial steps below:
 - a. Contact the area "Rodent Health Group" immediately.
 - b. Contact the Facility Supervisor or PAT in person if you do not have access to the area "Rodent Health Group."

- c. Obtain the “Rodent Loose in Room” sign (Appendix A) from the “Lost Rodent Box” (Figure 1) which is located on the PPE station and place the sign on the outside of the door and write the date on the sign if you need to leave the room to obtain assistance.
- d. If “Rodent Loose in Room” sign is on the door, care should be taken when opening the door to ensure the rodent does not escape.
- e. Call 3-VETS if unable to complete steps 1a or 1b.



Figure 1: “Lost Rodent Box” located on PPE Station

2. Attempt to catch the loose rodent.
 - a. Refer to suggested techniques in Figures 2-4.
 - b. Note: Care should be taken to not injure the rodent.



Figure 2: Use a clean rodent cage to carefully trap the loose animal

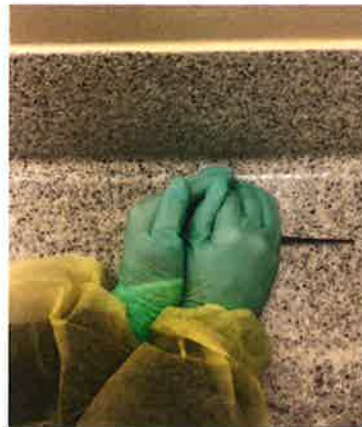


Figure 3: Gently “cup” the animal with both hands



Figure 4: Grasp the animal by the base of the tail

3. Once caught, place the rodent in a clean cage with approved food and water and update “Rodent Health Group”.
 - a. If the origin of the rodent is known:
 - i. Transcribe the cage information on to a new cage card.
 - ii. Place a pink health check Post-it® on the cage and write “Escaped Rodent”.

- iii. Return cage to rack.
 - iv. Enter into approved OLAC reporting software, as “Escaped Rodent”, under appropriate PI.
 - b. If the origin is not known:
 - i. Place a pink health check Post-it® on the cage and write “Escaped Rodent”.
 - ii. Place cage on a cart or countertop, if found outside housing room.
 - iii. Contact veterinary staff. Veterinary staff will assess and euthanize if necessary.
 - c. Special Note: If the origin of the rodent is known and is a mouse derived from non-laboratory species or strains:
 - i. Place rodent back in original cage.
 - ii. Return cage to rack
 - d. If the rodent appears to be unhealthy at the time of capture, refer to SOP 101- Rodent Daily Health Check.
4. If unable to catch the rodent:
 - a. If the animal is a mouse:
 - i. Retrieve a live trap from the “Lost Rodent Box”.
 - ii. Place trap(s) along the wall (Figure 5). Wetted food in a dish MUST be placed within the trap (Figure 6).
 - iii. Place the “Rodent Loose in Room” sign on the outside of the door and write the date on the sign.
 - iv. If “Rodent Loose in Room” sign is on the door, care should be taken when opening the door to ensure the rodent does not escape.
 - v. Later in the day or the next day after the sign is hung, the live trap MUST be checked.
 - vi. If a rodent is found in the trap:
 1. Follow step 3 above.
 2. Remove trap, dispose of food, clean trap with approved disinfectant, and remove sign.
 3. Do not run traps through the cage wash as it will cause the traps to rust.
 4. Return trap and sign to “Lost Rodent Box”.
 - vii. If a rodent is not found:
 1. Replace food in trap.
 2. Contact the “Rodent Group” or Facility Supervisor to update status.
 - b. If the animal is a rat:
 - i. Contact the “Rodent Group” for assistance with catching the rat.
 - ii. Place the “Rodent Loose in Room” sign on the outside of the door and write the date on the sign if you need to leave the room to obtain assistance.
 - iii. If “Rodent Loose in Room” sign is on the door, care should be taken when opening the door to ensure the rodent does not escape.



Figure 5: Place trap along the wall



Figure 6: Place wetted food in a dish inside of the live trap

REFERENCE DOCUMENTS

- SOP 101- Rodent Daily Health Check

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)
1	Amanda Larson	2/1/20	Reassigned author from Kristen to Amanda
			Updated formatting and wording throughout document, Removed "red health card" & replaced with "pink health check Post-it®" throughout document
			Updated 3.b.ii., Added 3.c.
2	Amanda Larson	12/14/20	Replaced "OASIS" with "approved OLAC reporting software" throughout document.

Appendix A

ATTENTION:



**RODENT LOOSE IN
ROOM**

KEEP DOOR CLOSED!

If you must enter, do so with caution!

Date: _____