



OFFICE OF LABORATORY ANIMAL CARE

# Working Instructions

<b>WIN Number:</b>	<b>113</b>	<b>Live Animal Free Testing</b>	<b>Revision #:</b>	<b>0</b>
<b>Date Effective:</b>	<b>11/15/24</b>		<b>Supersedes:</b>	<b>0</b>

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## PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

1. This Working Instruction describes the placement, identification, exposure to dirty bedding, sample collection and reporting of results for a Sentinel Pathogen Binder system.
2. This working instruction applies to all animal care staff in all vivaria. This applies to all mice and rats under the purview of sentinel testing.
3. Supplies:
  - a. Gloves
  - b. Biosafety cabinet when adding sentinel sample to the cage
  - c. Contact Media Filter (CMF)
  - d. Forceps
  - e. 50mL conical tube
4. The CMF is placed in a clean, empty cage at the beginning of each testing time period.
5. Each CMF will represent one half rack (mice) or full rack (rats), up to 80 cages.
6. Cage cards will be labeled with the following information:
  - a. Location (including room and rack number)
  - b. Date of acquisition/set-up
  - c. Sentinel Sticker
7. At each cage change, remove the cage with the CMF from the rack, collect a scoop of feces laden bedding from EACH cage on the rack and place it in a cage with the CMF.
  - a. The scoop is standard and is provided by OLAC.
8. Once all bedding has been collected for that side of the rack, close the lid, shake and rotate the cage vigorously for 15 – 20 seconds to expose the CMFs to the dust in the soiled bedding.

- a. Be sure to keep your hands on the lid to ensure it doesn't come off.
9. After shaking the cage, place the cage on the change out station, remove the lid from the cage, remove the CMF from the cage with decontaminated forceps and place it on the inside of the open lid, or on a clean paper towel.
10. Dispose of the soiled bedding, replace the CMFs in the cage, and close the lid securely.
11. The cage with the CMF can be returned to the rack it represents
12. The scoop is disinfected and soiled gloves are replaced with clean gloves.
13. Repeat steps 7-12 at each cage change.
14. At the end of the testing period, QA/QC Coordinator or their designee will collect the CMF filters from the cage and replace them with new ones.
15. Using clean forceps, CMF's are placed in labeled 50ml conical tubes and shipped to Charles River Laboratory (CRL).
16. Health Status Reports:
  - a. A health report will be generated detailing the results for each testing cycle and sent via email to [vetstaff@berkeley.edu](mailto:vetstaff@berkeley.edu).
  - b. The testing reports are reviewed by a veterinarian/QA/QC for health status concerns.
  - c. A veterinarian will direct further testing or isolation and will contact the facility supervisor and PI's involved for further discussion and mitigation.
  - d. In the event there is an outbreak of an excluded agent, a veterinarian(s) will determine room containment procedures, mitigation plans, will contact all investigators in that room of the positive result, and follow-up testing as necessary.
  - e. Results are saved to Shared Drive> Rodent Health Surveillance Program> Sentinel results organized> Helicobacter MNV results. Each document title should be "testing year, testing period, sentinel results"
  - f. QA/QC enters results into the sentinel health report spreadsheet found on the shared drive.
  - g. After each testing quarter OLAC IT is assigned to uploading the newest results on the OLAC website under 'PI Resources'. A veterinarian will send a follow-up email to investigators notifying them of available testing results on the OLAC website.

## REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)