



TITLE: Gnotobiotic Technical Services & Procedures

SOP Category: Gnotobiotics

CMR SOP #: 4.20

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Effective Date: 1/21/25

Approval: *LaTisha V. Moody, DVM, DACLAM*

Revisions: 8/30/21, 11/19/24

SCOPE:

This document describes the procedures to be followed when requesting technical services at the Gnotobiotic Core. This SOP applies to all Gnotobiotic Core Staff (GCS), Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), and Research Staff members (RS) utilizing the Rutgers University Gnotobiotic Core.

OBJECTIVE:

The objective is to describe common technical services and procedures that can be requested and performed by the GCS and other trained gnotobiotic research staff members.

GNOTOBIOTIC CORE SERVICES for FY2024

Service Description - all requests are made through iLab
Gnotobiotic Experimental Technical Support (e.g. fecal collection, oral gavage, injections, body weight, necropsy)
Sterilization of supplies or sterile PPE
Initial Training Fee
Re-fresher Training
Rederivation of GF mice (C-section)

PROCEDURES:

Requesting Gnotobiotic Services in iLab

1. For PIs and laboratory managers to learn how to register a new iLab account for and assign funds and manage lab users, please access training video through

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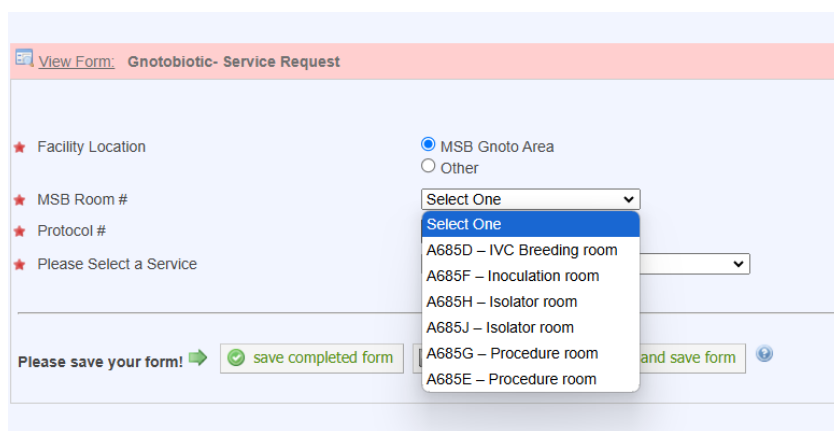
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[my.sharepoint.com/:v:/g/personal/copelapr_rwjms_rutgers_edu/EQIDgTVxxbZKqO9dvd-D0yABeLwXGYa-k8HviUo2548GUA?e=mXlxl](https://rutgersconnect-my.sharepoint.com/:v:/g/personal/copelapr_rwjms_rutgers_edu/EQIDgTVxxbZKqO9dvd-D0yABeLwXGYa-k8HviUo2548GUA?e=mXlxl).

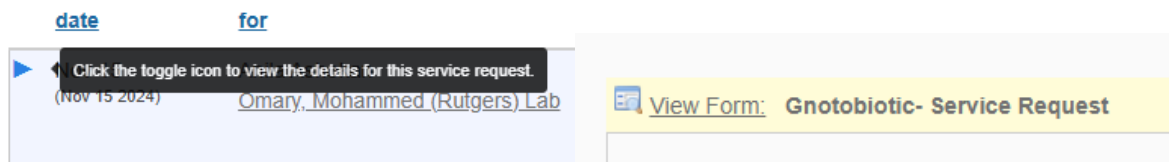
2. Access the Rutgers iLab website <https://rutgers.ilab.agilent.com/> and enter your login information using Rutgers university credentials.
3. Select the Request Services tab on the top right side of the page.
4. Click “Initiate service” button next to the Gnotobiotic core.
5. You will be asked to complete a form before submitting the request to the core.
6. Your request will be pending review by the core. The core will review your request and either Agree to the work or they will ask for more information if needed.
7. The Gnotobiotic Core is in the Medical Science Building (MSB) on the Rutgers Newark campus, choose the appropriate location the services are requested.



8. Once the form is completed, click the “Submit” request and an email will be sent to the core and requester.

How to Agree to Requests in iLab

1. This procedure is only performed by the GCS.
2. View all the Gnotobiotic Requests in iLab and expand the request by clicking on the blue carrot. To view the details of the request, click on “View Form.”



3. Once the form is reviewed, if the GCS agree to the request click “Begin” button and click “Agree.”
4. To add a new line item to the service request, at the bottom of the request click on “add service” and click on “Gnotobiotic Supplies and Services.” Click on the green + sign for the requested service and edit the quantity for each line item.

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add service

Search:

override date and status

Name	Quantity	Show alphabetically
▶ Aquatics Supplies and Services (9)		
▶ Gnotobiotic Supplies and Services (13)		
▶ Husbandry Supplies and Services (26)		
▶ Import/Export (14)		
▶ IVRS Supplies and Services (16)		
▶ Veterinary Supplies and Services (24)		
▶ Controlled Substance Services (14)		
▶ ACFC Import (100)		
▶ IVRS-External Party Line Items (39)		
▶ unclassified (12)		

5. To add details or notes on the service being provided, click on the pencil icon for the line item and enter in the appropriate information. To save the service details, click the green checkmark to save the note.

▶ Nov 15	Gnotobiotic- Experimental Technical Support		Quantity:	Unit Price:	Total:	Billing Status:
10:58 AM	oral gavaged 4 mice on 11/19/24 LVM	✓ ✕	1.0	\$69.00	\$69.00	Not Ready To ▼
Gnotobiotic Supplies and Services (Internal Academic)						

6. Edit the quantity and unit price as needed. Once the service has been completed, change the billing status to "Completed." Once the service request has been completely fulfilled, click on "Complete" button at the top of the request.