

TITLE: Exporting Germ free Mice using Commercial Shipper

SOP Category: Gnotobiotics

CMR SOP #: 4.29

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Approval: LaTisha V. Moody, DVM, DACLAM

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SCOPE:

This document describes the procedures to be followed within the gnotobiotic core. This SOP applies to all trained Gnotobiotic Staff at the Rutgers University facilities.

OBJECTIVE:

The objective is to outline the procedure for packing Germ - Free (GF) mice for exportation to other non-Rutgers facilities. This procedure requires two trained gnotobiotic staff members.

TYPES OF COMMERCIALLY AVAILABLE GERM-FREE SHIPPERS:

Taconic & CBC Germ-free shipper with transfer sleeve	NKP Isotec Gnotobiotic Autoclavable Transport Cage
	

PROCEDURES:

1. PI will initiate an iLab request for export via <https://rutgers.ilab.agilent.com/landing/196>.
2. Ensure that the animals selected are the correct ones to fulfill the order by placing an "Export card" on each cage. Confirm that the identification of each animal matches with the information entered into the iLab request.
3. All GF exports will be conducted within a sterilized biosafety cabinet (BSC) accessible through the port in MSB room A685D.
4. Before packing animals into the GF shipper, inspect the outer area for damage or holes.

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5. The sterile operator and non-sterile assistant will both wear the necessary personal protective equipment (PPE) including a chemical respirator.
6. Sterilize the BSC, Transfer chamber (TC), the inner port and cages containing the animals using Clidox according to the *CMR SOP #4.22 Sterilization of the BSC and gloves*. A pencil will be double wrapped in autoclaved pouches and aseptically opened under the BSC once the BSC is sterilized.
7. The non-sterile assistant will place the shipper onto a table that is level with the outer port of the Allentown BSC.
8. Spray the GF shipper inside of the sleeve with freshly prepared sterilant 1:3:1: Clidox and attach it to the outer port of the BSC using a patent clamp, making sure the inner port cap is completely sealed as well.



9. Thoroughly fog the interior port and connect the transfer sleeve. Fog the interior sleeve for at least 60 seconds until the sleeve fills with a thick white Clidox vapor and bulges out, then generously spray the rubber stopper with Clidox and place it in the nipple to seal.



10. Wait 20 min contact time.
11. The sterile operator will remove the inner port cap.

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12. The non-sterile assistant will remove the yellow vinyl tape around the partition of the shipper and turn the Styrofoam circle partition inside of the shipper horizontally. The sterile operator will reach inside the sterile sleeve to pull the partition out into the BSC.



13. The assistant will manipulate empty cages through the sleeve towards the operator.
14. The sterile operator will bring the cages into the BSC.



15. The sterile operator will carefully transfer the home cage contents including the bedding, Enviropak and the mice into the shipper cages. Place the food from the hopper onto the shipper cage floor. The sterile operator will use the water bottle from the cage to moisten food on the floor of the shipper cages.

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16. The sterile operator will securely close and seal the cages using sterile rubber bands, ensuring they remain tightly shut during transportation to prevent accidental opening. The cages will be labeled using a sterile pencil to mark the lid with the cage number or animal ID.



17. After securely closing the cages, the sterile operator will place them into the sleeve through the BSC port. Meanwhile, the assistant will handle the cages from outside the sleeve, ensuring smooth manipulation. Each shipper will accommodate three cages.



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18. After ensuring the cages are properly arranged within the shipper, the sterile operator will carefully put back the partition, taking all necessary precautions to prevent any damage. Then, the assistant will seal the partition with vinyl tape along the marked line on the sleeve. The initial taping can be placed without gloves if vinyl tape sticks.



19. After the assistant has finished sealing the partition with a minimum of 6 complete rotations, they will detach the transfer sleeve from the BSC port, spray the opened sleeve with Clidox, fold it, and seal both the sleeve and the nipples using vinyl tape.



20. Once the GF shipper is sealed, place the shipper inside of the Primary shipping container with the Export paperwork. Label the outer shipping container with the appropriate waybill and receiving information.
21. The Shipping Coordinator and/or courier service should be alerted that the GF shipment is ready for pickup.