

***Mossakowski Medical Research Institute PAS
Laboratory of Genetically Modified Animals***

Rules and Regulations of the use of facilities, procedures of animal care and conducting research at Laboratory of Genetically Modified Animals (LGMA)

1. **Laboratory of Genetically Modified Animals** is an experimental and breeding animal house. It is divided in two parts: before the barrier (so called “dirty part”) and after the barrier (so called “clean part”). Animals are kept in rooms behind a sanitary barrier equipped with individually ventilated cages (IVC). The barrier rooms are air-conditioned with HEPA filtered air supply (Rooms: CePT-107, CePT-109, CePT-111), with appropriate temperature, pressure, and humidity control.
2. Only the following persons are allowed on LGMA premises: authorised employees of the animal house, technical specialists and equipment service technicians, the persons appointed by the research project managers who have undergone the relevant training in line with the applicable regulations and who were appointed by the Director of MMRI PAS, as well as representatives of the inspecting institutions, visitors to LGMA and collaborators of MMRI upon the approval of the Director of the Institute and consultation with the Head of LGMA and in the company of persons authorised to enter LGMA premises. Third parties that are not specified in these Rules and Regulations are not allowed in LGMA.
3. Each entry to LGMA premises shall be recorded in the entry and exit log located in a designated place.
4. Good hygiene and personal protective equipment shall be used: disposable protective clothing (overalls), sterilised outfits (top + trousers), disposable gloves, masks, caps, shoes.
5. It is strictly forbidden to eat and drink outside the premises intended for this purpose.

6. Before crossing the barrier, your overclothes shall be taken off and sterile outfit prepared to work behind the barrier shall be put on (the outfits are ready in a designated container), your hands shall be disinfected, and you shall then enter the air shower. It is forbidden to enter the air shower in your everyday shoes without shoe covers.

7. You shall enter the air shower individually: one at a time.

8. The access to the rooms where animals are kept is possible only through the hygiene sluice. Particular attention should be paid to the rule that doors between particular sluice compartments must be closed. It is only after the doors to the previous sluice compartment have been closed that the doors to the next compartment can be opened. Each and every time you move between the lab rooms your hands shall be disinfected. It is not allowed to open the windows.

9. If possible, the equipment necessary for the experiments to be conducted shall be delivered to the laboratory personnel earlier for UV or autoclave sterilisation.

10. Small equipment, substances, and agents necessary for the experiments to be carried out which are stored in the main building of the Institute shall be prepared in aseptic conditions and shall be brought in through the pass-through hatch.

11. It is forbidden to bring anything through the air lock.

12. After you have finished work at the lab, dirty sets shall be placed in bags, sealed, and put to the container for further sterilisation. Disposable materials such as gloves, masks, caps, and overalls shall be put into a separate container.

13. Once the work has been completed, each user shall leave the work area clean and tidy, and disinfected if necessary. It is the responsibility of the LGMA cleaning staff to thoroughly clean the lab rooms.

14. **ATTENTION! The persons who have had any contact with the laboratory CV animals (conventional animals) shall be allowed on LGMA premises only after 48-hour quarantine.**

15. It is forbidden to work individually after sanitary barrier after 4 p.m. and on holidays.

16. Conducting any procedures on animals is forbidden in animal rooms. Przeprowadzanie jakichkolwiek zabiegów na zwierzętach jest zabronione w pomieszczeniach bytowych zwierząt. Room CePT-111 is the operating room designated for this purpose.
17. Gentle and humane treatment of laboratory animals and Humane Endpoints is the rule and obligation at the Animal House.
18. Dead animals shall be put into the freezer in Room Z-11 level Z-0.
19. Each experimental cage shall have a description in compliance with the template established by MMRI PAS including: the gender and the number of animals as well as the name of the experimenter and Local Ethical Committee (LKE) approval number.
20. It is obligatory that animals should be put in quarantine. The animals cannot be placed in animal rooms without prior quarantine. After the quarantine, the animals shall obtain the veterinary doctor's approval to return to animal rooms. The quarantine duration for particular species is specified in separate regulations and decisions.
21. The animals which leave the LGMA premises shall not be brought to the lab area again.
22. Any personal injuries (cuts, burns, scratches) shall be reported to the head of the laboratory. The First Aid Kit is situated at the hall next to sterile processing room. Any other events occurring during work at the laboratory shall be reported forthwith to the head of the laboratory who will forward it to OHS inspector (inspector BHP).
23. In the event of a fire, the fire regulations in force at MMRI PAS shall be followed.
24. If evacuation is ordered while the animal is undergoing a surgery, the animal should be put down.
25. In critical situations when the animals' life and health are at risk, the animals shall be transferred in IVC to the isolation room for quarantine on level Z-0. The decision on animals' relocation shall be made only by the head of LGMA, local veterinary doctor or another person authorised by the Director of MMRI PAS.
26. Persons with infectious diseases are not allowed on the Animal House premises.
27. All irregularities in working conditions or other failures shall be reported forthwith to the head of LGMA or to OHS inspector.