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| **Rodent facility** | |
| Contact person for Rodent facility :  Phone: 99407881 Email: gnaverstald@hst.aau.dk | Contact person for ISS:  Mona Larsen, mona.larsen@dk.issworld.com, tlf. 61972826 or App; AAU building support |

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| **Instruction on how to behave in the rodent facility (rules for access to the rodent facility)** | | |
| **Entrance to the rodent facility only through the changing room:** | **Exit the rodent facility only through the changing room** | **Prohibition:** |
| 1. Take of you out-door shoes. In stocking feet walk to the bench. Sit down. Reach for the white clogs underneath the bench on the clean side and put them on.  2. Put on an operation hat and T-shirt or a blue disposable coat.  3. Place cell phones in zip lock bags  4. Disinfect your hands in the changing room  5. Always enter the clean corridor through the airshower  6. Always wear a clean blue disposal coat or white lab coat.  7. Always use gloves when working with the animals  8. If you use chemicals, read the “workplace safety instructions” which stay in the chemical cupboard room 1.231A.  9. If you work with chemicals that are carcinogens, reproduction damaging or mutagenic you have to fill in a Chemical Workplace Assessment form. See more information on the intranet.  Only the veterinarian and the animal caretakers are allowed access to the animal holding rooms, the washing room and the dirty areas. | Clean lab coats are to be hung behind the door  Wash your hands before leaving the lab  Always exit through the airshower    All lab coats and T-shirts will be washed each Friday (remember to empty the pockets) the blue disposable coat will be disposed as waste. | It is strictly prohibited to bring food and beverages into the laboratories and the cleaning room.  Bags and over coats are strictly prohibited to bring along.  Cell phones are only allowed if placed in zip lock bags.  Laptops are only allowed through the H2O2 gate. |

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| **Cleaning instructions - the laboratories have to always be clean and very orderly when you leave it** | | |
| **To be carried out by the lab user** | **To be carried out by the personnel of the rodent facility** | **To be carried out by the cleaning staff: Laboratories and medicine room** |
| • Tidying-up of all table surfaces and no objects laying around  • Wiping off any spills and removal of hypodermic needles and pieces of broken glass on the floor  Keep refrigerators and freezers in order.  • Sharp objects must be disposed in the yellow disposal bins  • Used appliances must be washed off with 70% ETOH  •Used utensils must be rinsed off and put into stainless steel dish for cleaning  • Tables, LAF cabinets and fume cupboard must be wiped off with 1% Virkon S (leave it on for 5 min), then wipe off with water and afterwards wash with 70% ETON  • Record on the door plate which day the lab has been in use by you  • Waste handling: See section further below for detailed description. | • Cleaning of animal holding rooms, the washing room and the dirty areas  • Removal of high-risk clinical waste, the yellow disposal bins in the laboratories as well as dead animals  • Emptying of bin bags in the pedal bins  • Disinfection of LAF cabinets and fume cupboard once a week  • Cleaning inside of incubator and refrigerator once a month | Use of cleaning trolley only on clean area  •Cleaning of horizontal and vertical surfaces of AAU inventory including sinks (only cleaning of empty sinks)  • Dusting of the top cupboards once a week (cupboards higher than 180 cm use a feather duster)  • Wet mopping if the laboratories have been in use the day before (check the door plate)  • Wiping off of door handles and glass surfaces  • In doubt about spills, do not clean the area. Contact the animal caretakers  • Cloths and mops to be put in the laundry room 1.229  • Cleaning of toilet and bath in clean area use a separate bucket, cloth and mop, as the trolley cannot inter through the air shower |

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| **WASHING-UP** | |
| **Reusable utensils: racks, beakers, glassware etc.** | Used utensils must be rinsed off and put into stainless steel dish for cleaning  The animal caretakers collect the stainless steel dish and load the dishwasher |
| **The dissection kit:** | Used dissection kit must be rinsed off and cleaned with a toothbrush. Put into stainless steel dish for cleaning  The animal caretakers collect the stainless steel dish and load the dishwasher |

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| **WASTE** | |
| **Dead animals and tissues** | Dead animals and tissues must be stored in sealed freezer bags in white wire basket. The animal caretakers collect the wire basket and put it in the -20° C freezer. |
| **Solid waste** | Store blood stained paper towels, pipettes tips, gloves etc. which have been in contact with animals in freezer bags in table bin. After completed experiment seal the freezer bag with a green strip and dispose into the big pedal waste pin |
| **The yellow disposal bins:**  **hypodermic needles, glass, pieces of broken glass, scalpels** | Filled disposal bins must be correctly sealed and disposed in room 3.141/3.143 in building 7H by the animal caretakers as high-risk clinical waste |
| **Medicine waste and fluids containing biological active material** | Must be collected in containers containing disinfectant (end concentration 1%). A full container must be left for 24 hours before transporting it to Biomedicine -> incubates at 65o C for 24 hours to inactivate any antibiotics -> then poured down the sink |
| **Chemicals containing no biological active material** | Must be collected in containers labeled with correct waste group. You will find waste labels and “workplace safety instructions” in 1.231A. Stored in fume cupboard, then transported to room 3.141/3.143 in building 7H by the animal caretakers. |
| **Chemicals containing biological active material** | Must be inactivated with 1% disinfectant. Must be collected in containers labeled with correct waste group. You will find waste labels and “workplace safety instructions” in 1.231A. Stored in fume cupboard, then transported to room 3.141/3.143 in building 7H by the animal caretaker |
| **Isotopes** | Contact Svend Birkelund before working with isotopes |

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| **ACCIDENT** | |
| 1.Stop the accident  2.Always take care of personal injury first  3.Call for help (emergency call 112)  4.Inactivate the biological active material  5.Always read the instruction for toxic chemicals or solvent in Kemibrug[www.kemibrug.dk](https://mail.aau.dk/owa/redir.aspx?SURL=rfwivJnUIvl4t8xfPK8ISzthC-bCrNEWFJNs8lQqI58Gd8rXdSLUCGgAdAB0AHAAOgAvAC8AdwB3AHcALgBrAGUAbQBpAGIAcgB1AGcALgBkAGsA&URL=http%3a%2f%2fwww.kemibrug.dk)  6.Remember to use personal protective equipment | **First aid kit**can be found on the clean area, the unclean area and at the front office  **”Chemical-accident-cupboard”** can be found on the clean area and contains: safety glasses, respirator, gloves, absorbing material  **Personal injury**: Data sheet on chemicals must be brought alone to the doctor or the emergency ward  **Recording of accident**: all personal injuries must be reported to the working environment representative |
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