

User regulations for intravital-microscopy (OICE) in mice and rats

1. Register room (OICE 00.043) within the animal experiment proposal (registration at the government of *Unterfranken* through Mareen Ziegelmann) and deposit a copy of the proposal including corresponding approval at OICE.
 - ⇒ Copy of the approval to Dr. Palmisano (Head of the Optical Imaging Centre Erlangen – OICE)
2. All animal experiments within the OICE are due for notification. This is the responsibility of the principal investigator.
3. Projects, which require S1 regulation, have to be documented from the beginning at the OICE. Documents, which proof the respective safety introductions within the “home institutes” have to be deposited together with copies of the “Formblatt Z” including all information regarding the animals, genetic manipulations and the **file reference** of the respective animal trial.
4. Book room and microscope (OICE 00.042) within the PPMS-system. Use the options panel to report the infection of the animal. At the microscope you’ll find a book to **document the number, the housing and the descent of the animals**. In addition, a list with all users working with pathogenic animals is held available in the protected area. It is the users’ responsibility to observe the hygiene guidelines of the respective animal housing. (Showering, change of clothes, observation of off-times)
5. Transfer of animals to the OICE: The transport of animals in cages, wrapped within a plastic foil by foot is permitted, if this is possible to achieve that within 15 minutes. For longer transport distances, the animals in cages, wrapped within a plastic foil have to be securely transported within a car. A parking space in front of OICE is available for users. Delivery of animals by the “Maustaxi” one day prior to the experiment is also permitted.
6. Drinking bottles will be provided by the OICE (cleaned, autoclaved and filled)
7. **No mouse or rat is leaving the OICE alive and it is not allowed to bring animals back to the respective housing!**
8. Keeping of animals at the OICE is not allowed. We offer short term housing of up to 5 animals (OICE 00.050), if these are analysed during the same day. Animals are allowed to be transported to OICE maximum one night prior to the experiment. Only animals without any pain or distress are allowed to stay at OICE overnight. In this case animals need to be provided with a hiding place in their cages. Disposable houses for this purpose can be picked up at PETZ.
9. Get introduction for the use of the anaesthetic apparatus (Philipp Tripal). Always check the level of Isoflurane within the vaporiser (should not fall below lower mark). Refill Isoflurane if required (stock in locked fridge).
10. Analgesics, other anaesthetics or drugs have to be requested, supplied and brought to the OICE by the users. Secure storage (locked fridge) is enabled by the OICE.
11. Wrap the dead animal in a glove or plastic bag after the experiment. Short term storage at -20°C is possible at the OICE. At the end of the experiment/day, the cadavers have to be returned to the disposal of the respective home institute.
12. Sharps (scalpels, syringes, glass) have to be deposited within specified containers (yellow bucket with red lid). Material, that got in contact with body liquids of the animals (paper tissues, swabs, e.g. have to be discarded in autoclave bags and will be disposed by OICE.

13. Cages including litter have to be wrapped in plastic bags and should be emptied, cleaned and autoclaved within the respective animal facility. If animals were delivered to OICE by the "Maustaxi" the empty cages will be picked up by the "Maustaxi" once per week.

Note to point 11 – reduction of odour nuisance at the OICE:

To keep the odour nuisance as low as possible, animals should be transferred into the OICE only within freshly filled cages. After removal of the animals, the cages have to be wrapped and sealed with a plastic bag. At the end of the experiment, **cages including litter** have to be wrapped in plastic bags and should be emptied, cleaned and autoclaved within the respective animal facility.

14. Clean and disinfect the work space, the narcosis chamber and the microscope (70% EtOH, Bacillol is provided in aerosol cans).

Erlangen, 04.04.2018