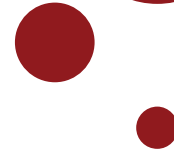




To all users of AEM's animal units



Important information about change in transfer and breeding instruction forms and reviewing the department's SOPs

26 JANUARY 2023

Dear users of AEM's units.

AEM is in the process of reviewing its SOPs (standard operating procedures). The SOPs are based on best practices, considering legislation, animal welfare, working environment, as well as other considerations. The aim is to standardize our procedures in order to optimize experimental conditions and to run our facilities in as streamlined a way as possible.

Many of our procedures are not clearly visible to you as a user, and the changes we implement may not directly influence your studies, but some changes may have an impact. We will attempt to inform affected researchers where possible.

Since we are implementing new procedures with the purpose of gaining a higher standard in general and prevent errors from occurring there will be limited possibilities to deviate from the implemented procedures and make special agreements with you as a user of the facility.

Due to the above, we are now giving you notice that as of the first of February 2023, the transfer form is separated from the breeding/euthanasia form. This is done to prevent mistakes in the handling of your requests.

The procedure for moving animals between units every Tuesday or on request on other weekdays is unchanged. To move animals free of charge on Tuesdays, transfer forms must be in AEM's possession no later than Thursdays 12 o'clock the week before. All other transfers are subject to charges.

Transfers where users pick up pups and animals to external labs on other days than Tuesdays are followed by a confirmation mail with place and time for pick-up.

Prior to handout of animals the cage/box is packed in a plastic bag that must be removed as quickly as possible after arrival to procedure room. **Standard cages can be wrapped in plastic bag for up to 2½ hours whereas pups can only remain packed for MAX 40 minutes.**

Packing time is noted on the transfer label on the cages/box.

It is the ordering party's responsibility to pick up and bring animals to the desired unit and unpack the cages/box within the timeframe given above. Failure to do so will result in animal suffering and possible euthanasia of the animals since they cannot return to the sending unit.

All transfers of pups are subject to charges and are with no exceptions moved in a cardboard box containing a tube of lukewarm water for maintaining temperature.

Where your studies require us to make concessions, it is important that these special requirements appear in the associated project plan, to ensure that errors do not occur.

The SOP concerning changing, feeding and allocating water to mice includes, among other things, information about the contents of a cage i.e., bedding, diet, and enrichment. There will be no changes to the composition of the enrichment, but it has come to our attention that some researchers require other types of enrichment, or different amounts of enrichment to be dispensed. With the updated SOP, the amount and types of enrichment will be made uniform across all cages.

If you have experiments that require something different than the standard enrichment, please contact AEM's veterinarians in the period January to February 2023 to have this added to your project plan (if it is not already listed). After an implementing period of 3 months, an additional fee may be imposed for non-standard cages. We hope for your understanding.

E.g. for mice cages below:

<p>Standard Cage Blue Line Type II</p> <ul style="list-style-type: none"> • Bedding (e.g Tapvei) • 1 shelter (e.g reed JAKO shelter) • 1 pcs of nestingmaterial (e.g Carfil Nesting Cup) • 1 Chew block size small • Approx 10 food pellets (enrichment in the cage) • Waterbottle for a type II cage • Food in the food hopper 	
<p>Standard Cage Blue Line Type III</p> <ul style="list-style-type: none"> • Bedding (e.g Tapvei) • 1 pcs shelter (e.g reed JAKO shelter) • 2 pcs of nestingmaterial (e.g Carfil Nesting Cup) • 1 Chew block size small • Approx 10 food pellets (enrichment in the cage) • Waterbottle for a type II cage • Food in the food hopper 	
<p>Standard Cage Greenline</p> <ul style="list-style-type: none"> • Bedding (e.g Tapvei) • 1 pcs shelter (e.g reed JAKO shelter) • 1 pcs of nestingmaterial (e.g Carfil Nesting Cup) • 1 Chew block size small • Approx 10 food pellets (enrichment in the cage) • Waterbottle for a type II cage • Food in the food hopper 	
<p>Standard Cage Emerald</p> <ul style="list-style-type: none"> • Bedding (e.g Tapvei) • 1 pcs shelter (e.g reed JAKO shelter) • 1 pcs of nestingmaterial (e.g Carfil Nesting Cup) • 1 Chew block size small • Approx 10 food pellets (enrichment in the cage) • Waterbottle for a type II cage • Food in the food hopper 	
<p>Standard Innovative Single Use Cage</p> <ul style="list-style-type: none"> • Bedding (e.g Tapvei) • 1 pcs shelter (paper igloo) • 1 pcs of nestingmaterial (e.g Carfil Nesting Cup) • 1 Chew block size small • Approx 10 food pellets (enrichment in the cage) • Waterbottle Innovative cages • Food in the food hopper 	

If you have any questions to the above, please contact emed-vet@sund.ku.dk.

Yours sincerely,
AEM