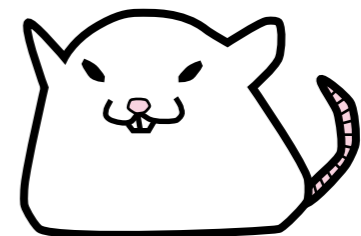


User manual for Shikata Laboratory, Department of Animal Resources, Advanced Science Research Center, Okayama University

The edition of 26th July, 2019



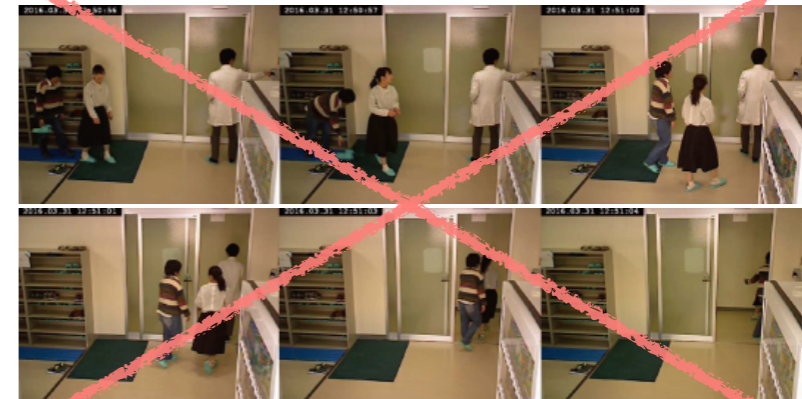
OKAYAMA
UNIVERSITY

Registration:

- ❖ Before you use the facility, you have to:
 - Attend the lecture “the lecture for researchers and students, who use the (laboratory) animals for research and education in Okayama University”
 - Attend the lecture on how-to-use the facility
 - Submit the user registration form to the facility
- ❖ After completion, visit the reception (on the 2nd floor) and register your finger vein pattern to the authentication system for the facility.

Authentication:

- ❖ We monitor and record logs of entrance and exit and each floor.
- ❖ Authenticate and go through the entrance one by one.
- ❖ Un registered person is not allowed to enter the facility.



How to carry animals into the facility or the laboratory:

- ❖ Submit the application form for carrying/buying animals by email. You can download the form from the website of the facility.
- ❖ Fill in the number of the approved animal experiment protocol.
- ❖ The quarantine is required when you adopt mice/rats from other facilities, except from Charles River, CLEA, and SLC.
- ❖ Animal must be ordered by the department of animal resources, not by users.

No. _____

動物購入・搬入願

動物資源部門庶務係長 宛

●の項目は必ず記入をお願いいたします。

所属研究室	
研究員 氏名	
責任責任者 氏名	
連絡先 番号(携帯番号)	
Mail Address	
Tel	

下記の通り実験動物の搬入を依頼します。

動物種(系統)	【リストから選んでください】	【リストから選んでください】
遺伝子組換え動物の場合、組換えDNAの挿入位置の承認番号	()	
動物数	♂() ♀() 計()	
遺伝学的検査 ※ F1 F2 世代は基本不要	【リストから選んでください】	
付(送)別(体質)	通常	※ 通常の検査とは異なる体質の検査を行う場合は必ず「付(送)別」を記入してください。
動物の由来 (購入希望業者)	【リストから選んでください】	
搬入予定日	年 月 日	曜日
飼育保管期間	搬入口 ~ 年 月 日	
動物実験計画書承認番号	OKID-2018-000	※ 搬入完了後、動物資源センターへ承認番号を返送してください。
研究課題名	2018	(任意)
動物の搬入先	【リストから選んでください】	※ 承認済みの実験室であること。

搬 入 日 欄

搬 入 日	年 月 日
搬 入 先	
搬 入 予定日	年 月 日
搬 入 先	



How to take animals out:

- ❖ Do not let animals escape.
- ❖ Hide animals with a cover.
- ❖ Once you take animals out, you cannot take the animals back to the facility.
- ❖ You can move animals within the facility if needed for experiments.
But it is prohibited to move animals from 4th to 5th floor, or vice versa.
Moving animals from the infectious experiment area to the main building is also prohibited.
Please consult the staff when you move animals.
- ❖ Put animal corpses in the freezer, located on the floor.
Do not bring carcasses from outside of the facility.
- ❖ Submit the application form, when you euthanize animals or bring animals to your laboratory.



How to use experimental rooms:

- ❖ Reserve the room online before use.
- ❖ When you use the room with special equipments, such as x-ray irradiator and in vivo imaging system (IVIS), submit the application form to the facility, thereby you can receive the key of the room.

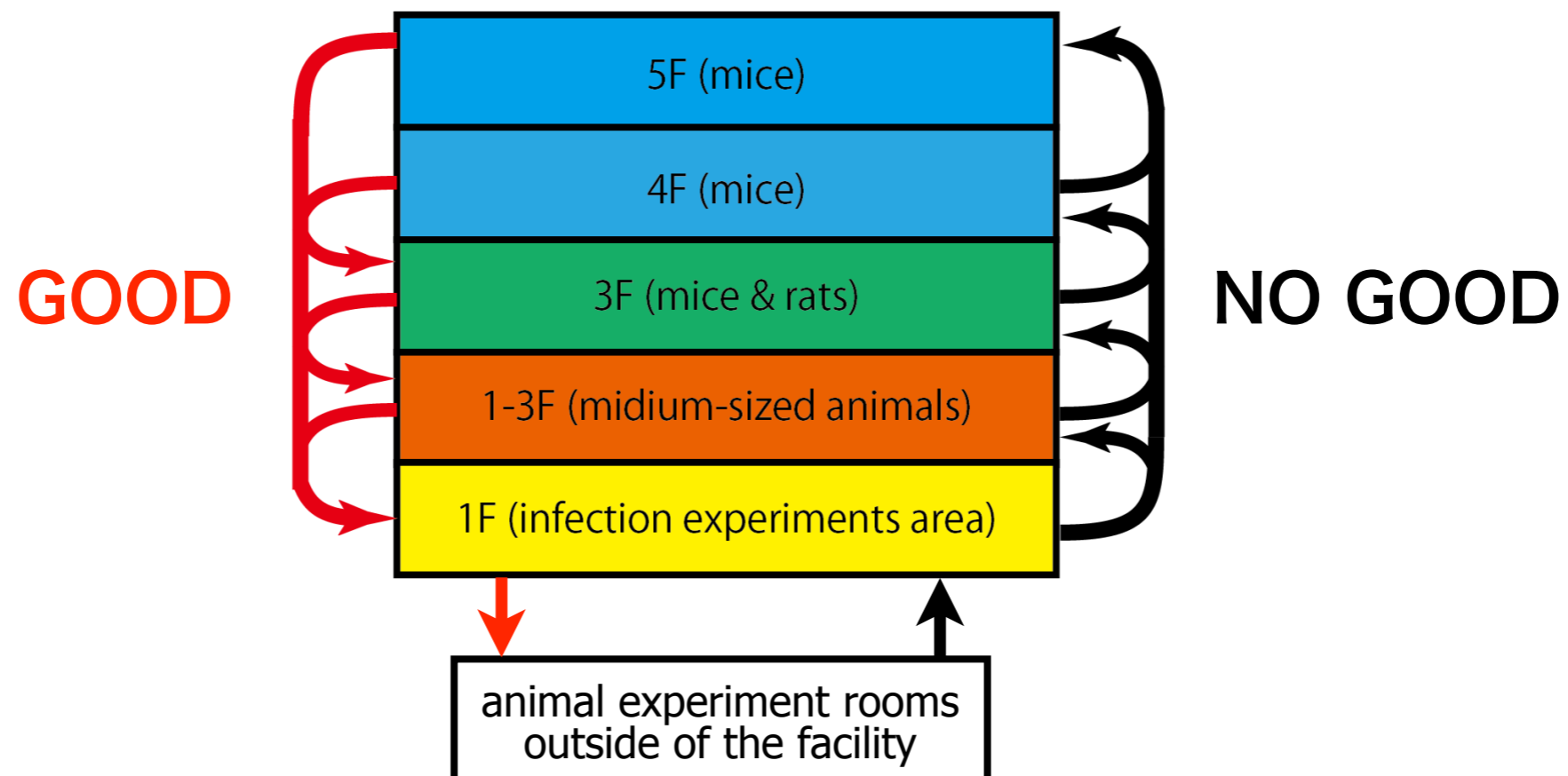
Bringing equipments:

- ❖ When you bring machines and/or equipments into the experimental/breeding room, you have to notice to the facility in advance.
- ❖ As a rule, please take machines/equipments into the facility and bring them out from the facility every time. If you want to keep machines/equipments in the facility, please ask the staff in detail.
- ❖ Machines/equipments must be sterilized/disinfected.
You may ask the facility staff to sterilize your equipments.



The order of floors to enter in:

- ❖ To prevent animal infection with pathogenic microbes, you must keep the line of flow in the facility.
- ❖ You cannot enter the 4th and 5th floors on the same day.
- ❖ It is better not to use animals and/or enter animal experimental rooms in your laboratory, before entering the facility on the same day.
- ❖ You may be penalised if you violate the rules.



Use of gene modified animals:

- ❖ If the animal use protocol corresponds to recombinant DNA experiment, the experimenter of the animal experiment protocol must be the experimenter of the approved recombinant DNA experiment protocol.
- ❖ Use the blue tag for gene modified mice/rats.
The tag for wildtype is white.

Prohibited:

- ❖ Smoking
- ❖ Eating and drinking except for the special place
- ❖ Bringing in irrelevant things
- ❖ Bringing in irrelevant people

...and so on



Contact information:

Shikata Laboratory,
Department of Animal Resources,
Advanced Science Research Center, Okayama University

URL of the facility:

<http://www.cc.okayama-u.ac.jp/~animal/>

URL of the Institutional Animal Care and Use Committee:

<http://www.cc.okayama-u.ac.jp/~animal/committee.html>

E-mail:

animal@md.okayama-u.ac.jp

Phone number:

086-235-7445 (Extension : Shikata 7445)

