

Practical Guide For Users of LNBE Facility

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1. LNBE presentation

The LNBE is primarily an animal experimentation center serving students, researchers, and professors at the INRS Armand-Frappier Santé Biotechnologie Research Centre. It also offers a wide range of animal experimentation services to external clients (academic, industrial, and biotech), from housing to the execution of complex study protocols.

It consists of 78 housing rooms and can accommodate various species including mice, rats, hamsters, guinea pigs, rabbits, ferrets, poultry (chicks, hens, and turkeys), pigs, sheep, goats, dogs, non-human primates, and fish.

Studies involving Risk Group 2 infectious materials can be conducted within its facilities. Necropsy rooms and a surgery room for large animals are also available.

A experienced team of animal care attendants, animal health technicians, scientists, and a veterinarian work daily to ensure an exceptional research environment that adheres to ethical standards and animal welfare in science. In this regard, the LNBE is certified "Good Animal Practice – GAP™" by the Canadian Council on Animal Care (CCAC) and by the *Association for Assessment and Accreditation of Laboratory Animal Care International* (AAALAC International).

You can visit the LNBE website at www.LNBE.inrs.ca and the website of the Institut National de la Recherche Scientifique at www.inrs.ca.

2. Opening Hours

The LNBE administrative offices are open from 8:00 a.m. to 4:00 p.m. The animal facility section is accessible according to the schedule granted based on the user's needs. Animal health technicians are available during administrative office hours. The veterinarian is on-site at least two days per week and on call 24/7 for emergencies.

3. Access to the Animal Facility

Access to the LNBE (Building 26) is controlled by access cards. You must complete all required training (see section 5) and meet specific requirements to obtain access.

For external clients, please contact Compt.MultiServices@inrs.ca by email for access card requests and information about parking (charged).

4. Animal Use Protocol - NAGANO

The use of animals must be supported by a current Animal Use Protocol (AUP). Protocols are approved by an Institutional Animal Care Committee (IACC) composed of a coordinator, scientists, the veterinarian, a representative of the technical staff, students, and community members.

The protocol must detail all procedures performed on the animals, anticipated clinical signs, and the types of endpoints¹ for the study (ethical, scientific, and cumulative interventions). Examples are available on the NAGANO platform. All members of the research team using animals, as well as the project leader, must be listed on the protocol. The project leader must inform the IACC coordinator as soon as a new user needs to be added to an AUP. If Risk Group 2 pathogens or toxins are used, the AUP must be reviewed and approved by the biosafety committee. A biological risk assessment will be created to describe the risks associated with the pathogens used and to detail the precautions to be taken during experiments involving infected animals.

It is the responsibility of the project leader to ensure that each user has access to the current AUP and the risk assessment (if applicable) and has reviewed them.

¹ The term "endpoint" refers to the point at which the suffering and/or distress of a research animal is stopped, minimized, or reduced by taking measures such as humanely euthanizing the animal, ending a procedure causing suffering, or treating the animal to relieve its pain and/or distress.

5. Training

To gain access to the LNBE, you must complete all required training. All necessary information is available on the LNBE website: <https://lnbe.inrs.ca>

Training is divided into three components:

Component 1: Self-directed Theoretical Training and Evaluation

To receive the LNBE welcome email and access the self-directed training, you must book an appointment on the Booking platform: *Formation Tronc commun animalerie (INRS, ETE)*.

You will need to read the "Theoretical Training Document for LNBE Users" available on the LNBE website. An evaluation must be completed after reading the materials.

Component 2: Practical Training Including a Theoretical Segment

This includes watching explanatory video modules and completing mandatory quizzes, depending on the species you will be working with. Then, by appointment, you will attend a basic hands-on training workshop with animals.

Basic **rodent** training (mice, rats) includes:

- Equipment handling
- Animal handling and restraint
- Intraperitoneal and subcutaneous injections
- Anesthesia and euthanasia, including intracardiac puncture and CO₂ chamber use
- Cervical dislocation

Basic training for **other species** includes:

- Equipment handling
- Animal handling and restraint
- Intramuscular and subcutaneous injections
- Review of anesthesia and euthanasia protocols

Additional specific training, also offered by the LNBE, is required for any techniques or procedures not included in the basic training but listed in your AUP, such as:

- Colony management
- Work in Containment Level 2
- Inhalation anesthesia (maintenance with isoflurane)
- Rodent necropsy
- Spécieuse- or protocol-specific techniques

Component 3: Orientation

By appointment, this includes a tour and explanation of the animal facility's operations and a presentation of the user guide.

For any questions, please contact the LNBE Technical Team by email at techniciens.lnbe@inrs.ca or by phone at extension **4779**.

IMPORTANT

Theoretical and/or practical training completed at other Canadian universities or institutions may be recognized. If this applies to you, please submit certificates of completion when requesting training.

The animal health technical staff reserves the right to assess whether certain training modules need to be redone.

6. Health and Safety at the LNBE

The INRS institutional health and safety policy applies to all INRS personnel and visitors, including those at the LNBE. Several aspects of health and safety apply specifically to the LNBE:

6.1 First aid / injuries

For immediate assistance and first aid, dial **4477** from a campus phone (or **450-687-5010 x 4477** from a mobile phone) to reach the security guard, who will contact a first responder or call emergency services depending on the severity. If you are with the injured person, stay with them and reassure them until help arrives.

If the injury is one of the following and the person has not lost consciousness, you may begin to assist them with the indicated treatment:

- **Potential exposure to a pathogen:**
The most important and effective measure to reduce infection risk is immediate and proper first aid by the exposed person, followed by assistance from a first responder.
- **Needle prick, injury, bite, scratch, or splash on non-intact skin (percutaneous exposure):**
 - Gently encourage bleeding without traumatizing the wound edges
 - Wash the wound with soap and water for at least 15 minutes
 - Do not scrub or use corrosive/irritating solutions (e.g., bleach or alcohol) as they may increase tissue permeability and infection risk
 - File an incident report and notify your supervisor
- **Splash to the eyes or face:**
 - Rinse using an eye wash station for at least 15 minutes
 - Open eyelids to ensure thorough rinsing
 - File an incident report and notify your supervisor
- **Aerosol exposure:**
 - Leave the room immediately and close the door behind you
 - Restrict access to the lab and notify the lab supervisor
 - File an incident report and notify your supervisor

All injuries or medical emergencies on campus, even minor ones, must be reported to protect the affected individual from potential health complications and to implement corrective measures to prevent recurrence.

6.2 Annual Follow-up for Allergies and Musculoskeletal Disorders (All LNBE users)

A questionnaire is sent annually by the coordinator of the Institutional Animal Care Committee. It must be completed each year to maintain your access (this does not apply to leasing companies). Failure to comply with this requirement, or to renew your fit test, will result in suspension of your access to the animal facility.

7. LNBE Regulations

List of Requirements:

- Long pants must be worn in housing rooms and when handling animals.
- Safety glasses are mandatory in housing rooms and during animal handling.
- Cell phones must be set to vibrate or silent mode in housing rooms.
- Regarding music, wearing a single earbud may be permitted in certain areas of the LNBE. Follow the PPE signage posted on doors.

List of Prohibitions:

- No food or beverages.
- No open-toed shoes or sandals.
- No pictures.
 - *Exceptionally, the LNBE management may authorize pictures. A request must be submitted.*
- No movement from a Containment Level 2 (CL2) or quarantine area to a Containment Level 1 (CL1) area.
 - *Exceptionally allowed, but clothing must be changed.*
- No moving equipment (e.g., anesthesia machines) from one room to another.
- No use of scented body products (animals are particularly sensitive to strong odors).

8. Standard Operating Procedures (SOPs)

An SOP is a procedure established to standardize work methods across individuals or teams. The LNBE has several SOPs related to animal work. All SOPs are available upon request at the LNBE administrative office and on the [LNBE](#) website under the “Documents normatifs” section.

It is your responsibility to read and understand the documents related to the tasks you will perform at the LNBE (e.g., animal ordering, circulation, clinical cases, use of isoflurane equipment, etc.).

We encourage you to visit the page regularly.

9. Reporting Unethical Behavior

Anyone who witnesses unethical behavior, abuse or mistreatment of an animal, or non-compliance with the AUP may report it anonymously to the INRS Institutional Animal Care Committee (IACC). A suggestion box is located at the entrance of the LNBE locker rooms J112A (men) and J114A (women), where you will find the reporting form to fill out and submit.

Additionally, several posters throughout the facility and locker rooms provide access to the form via a QR code.

- Refer to SOP: **Reporting – Unethical Behavior: CPA-08**
The form is available on the [LNBE](#) website under the “Documents normatifs” section, in the suggestion boxes, or via the QR codes on posters in the animal facility.

10. Circulation

Refer to the circulation procedures in the animal facility (ANI-01, ANI-02, ANI-03):

- Use clean corridors to access housing rooms.
- Use dirty or mixed corridors to exit the LNBE.
- Use dirty corridors to go to the dirty washroom (for soiled materials), necropsy (carcasses), or waste disposal.
- Use dirty corridors when moving large animals.
- Personal protective equipment (PPE) is not allowed in corridors except in the following cases:
 - When handling large animals: full PPE is permitted.
 - When carrying soiled materials by hand: glove use is tolerated. Prefer the single-glove method if possible.
 - When moving between rooms within the same module and containment level: wearing a mask and bonnet is allowed.

11. Procedures in Animal Rooms

- Blood sampling, euthanasia, and biological tissue collection must not be performed in housing rooms. These procedures, which are stressful for the animals, must be carried out in the laboratory or antechamber.
- **It is the user's responsibility to be familiar with the procedures authorized in their AUP. Ensure you know the approved substances, quantities, and accepted endpoints for the animals.**
- Since work is conducted in shared spaces, it is important to work safely—not only for yourself but also for those who will use the space after you. This is especially critical when handling Risk Group 2 pathogens. **YOU ARE RESPONSIBLE FOR CLEANING THE WORKSPACE AND EQUIPMENT AFTER USE** (including the floor).
- A room and equipment reservation system is in place. Please contact the LNBE technical team for the procedure. As a courtesy to others, only reserve time slots during which you will actually use the biosafety cabinet and/or anesthesia equipment.
- Personal Protective Equipment (PPE): Follow the signage posted on the door.
- Waste Disposal – Containment Level 1 (CL1):
 - Regular waste: grey bin
 - Biological sharps (e.g., needles): yellow sharps container
 - Soiled biological materials (e.g., paper, gauze): grey bin
 - Soiled lab coats: white bins (in the module corridor)

- Waste Disposal – Containment Level 2 (CL2):
 - Biological sharps: yellow sharps container
 - Soiled biological materials: grey bin with autoclave bag
 - Soiled lab coats: white bins with autoclave bag inside the suite
- Biosafety Cabinet: Run the ventilation for 10 minutes and disinfect the surface before starting work. Clean again after finishing and leave the ventilation running for at least 10 minutes before turning it off (mandatory for CL2). Always turn off the ventilation and light when finished.
- Infecting Animals with a CL2 Pathogen: After exposing your experimental subjects, place a red biohazard label on the cage cards and write the short name of the pathogen (e.g., Influenza, Zika, LCMV, Leishmania). Labels are available in the containment room.



- **Induction and Euthanasia Chambers:** Clean with a disinfectant (e.g., Quatricide, PreEmpt). NEVER USE ALCOHOL – Plexiglass can crack or break on contact.
- **Animal Carcasses:** Place in a transparent bag, spray with disinfectant, and store in the carcass refrigerator located in the housing room or designated module. Carcasses are collected weekly by animal care staff.

12. Sterility of Housing Equipment

- Start the biosafety cabinet 5 minutes before beginning and disinfect the surface with the appropriate disinfectant.
- Unpack sterile materials inside the biosafety cabinet:
 - Items wrapped in blue or yellow covers (e.g., cages, lids)
 - Food stored in yellow pouch
 - Items stored in rat or mouse cages with filter lids marked with black autoclave tape (e.g., grids, igloos, food, wood blocks)
- Osmosed water bottles are autoclaved. Inside the biosafety cabinet, unscrew, reposition, and re-tighten the cap. Spray the outside of the bottle with disinfectant before placing it on the cage lid.
- When moving a cage or introducing a new cage into a rack with automatic water system, change the drinking sipper. Sterilized sippers are available in the housing rooms. Check that water flows through the sipper before placing the cage.
- After use, clean and turn off the biosafety cabinet and its light.

13. Equipment, CO₂ and O₂ Cylinders

- Never move gas cylinders—they must remain secured to prevent accidents, except for the one mounted on a wheeled cart, which may only be moved within the same room.
- Ensure you have enough gas to complete your procedures (e.g., euthanasia, anesthesia).
- For empty cylinder replacement or missing equipment, contact the person in charge of the supply room or email lnbe-animalerie@inrs.ca . Refer to the phone list posted near any phone.
- Handling of small O₂ cylinders on anesthesia systems is performed by the LNBE technical team. Requests must be made by calling extension 4779 or emailing Techniciens.LNBE@inrs.ca .

14. Booking Additional Equipment

If you need additional equipment in the rooms (e.g., centrifuges, an extra isoflurane machine), you must make a request to the LNBE animal health technicians at extension 4779 or by email at Techniciens.LNBE@inrs.ca. Please note that rental fees may apply, and it is strictly forbidden to move equipment from one room to another within the animal facility.

15. Use of Anesthesia Machines

Training is mandatory for all users whose AUP authorizes the use of inhalation anesthesia. Instructions for using the isoflurane machine are clearly described on laminated sheets attached to the devices and in SOP IM-01.

Inhalation of isoflurane is contraindicated, especially for pregnant women. The gases released by the machine must be absorbed by a charcoal filter. To avoid exceeding the filter's capacity, it is important to monitor the number of hours the machine is used.

16. Use of the CO₂ Euthanasia System

Instructions for using the CO₂ euthanasia chamber are clearly posted on a laminated sheet near the device. Please also refer to SOP TC-06 – Rodent Euthanasia for more details.

17. Chemicals and Injectables

Only products authorized in the Animal Use Protocol may be used in the animal facility.

For products used post-mortem, you must inform LNBE management to establish safe procedures for you and other users (e.g., formaldehyde).

Controlled substances must be authorized by Health Canada under section 56(1) of the *Controlled Drugs and Substances Act (CDSA)*. The principal investigator must submit the request in their name to obtain an exemption. Please allow 70 calendar days for processing. More information is available on the Health Canada website:

[Health Canada – Office of Controlled Substances / Exemptions Division](#)

18. Animal Orders

- An interactive form is available on the LNBE intranet under the “Documents normatifs” tab (FOR-ADM.02 Animal Order Form) or in paper format at the LNBE administrative office (Room J101).
- Submit the completed form:
 - By email to commandes.LNBE@inrs.ca , or
 - Drop it in the designated mailbox at the LNBE administrative office (J101, Building 26).
- Animal orders must be submitted no later than 12:00 p.m. on the Wednesday of the week prior to the expected arrival date.
- Plan for an acclimatization period for your animals.
- For additional cage cards, send a request by email to Techniciens.LNBE@inrs.ca .

19. Animal and Cage Inventory Form

A daily housing fee is charged per cage for rodents and per animal for other species. It is therefore important to keep the inventory form up to date. Any change in the number of cages or animals must be recorded on the form located in the binder labeled with the housing room number, in the antechamber.

Inventory forms are identified by protocol number. You must indicate + or – in the appropriate column for cages added or removed, initial in the comments column, and specify the reason (e.g., transfer to protocol #1901-01, weaning, euthanasia, end of project). Refer to Appendix 1 of this document.

If it's a transfer, don't forget to also update the inventory form in the destination room.

Columns to complete:

- Reception: upon animal arrival (completed by animal care staff only)
- Death: when euthanizing a full cage
- Adjustment: when adding/removing cages (e.g., weaning, separation due to fighting)
- Transfer: when moving cages to another housing room

The gray column is reserved exclusively for animal care staff during their counts.

20. Procedure for Transferring Animals Between Rooms

- Transfers must be pre-approved by the LNBE veterinary service.
- Request a new cage card with updated information (protocol number, contacts, room, supplier, arrival or birth date, etc.).
- Check the required housing materials and the receiving room's conditions (e.g., cage type, sterile/non-sterile, water system).
- Transfer animals into a completely new cage (grid, food, filter lid, igloo, tunnel, and water bottle must be changed and/or added). Request materials and a cart in advance if transferring multiple cages.
- Record the number of cages transferred on the inventory form in the binder for the room.
- Place cages on a towel on the cart to reduce vibrations during transport.
- Spray the outside of the cages and the cartwheels before exiting to the corridor.
- Cover the cage with a clean cloth for transport between rooms. Spray again upon entering the transfer room.
- Record the number of cages added on the inventory form in the destination room's binder.
- Ensure the cage is securely placed in the rack before leaving the room.
- Leave the cart in the antechamber. It will be collected by LNBE staff.

IMPORTANT:

- Cages used at the LNBE may have different watering systems (automatic or bottle). **Ensure animals have access to water and food, and that the cage is securely attached to the rack when transferring mice to a new housing room.**
- Change the watering sipper on automatic watering racks. Sterile sippers are available in housing rooms.
- When **transferring animals from one housing room to another or from CL1 to CL2**, do so a few days before the start of the experiment to allow acclimatization.
- It is forbidden to move animals from CL2 to CL1. Plan to transfer animals in the morning before working with infectious agents at the LNBE or in external labs.

21. Clinical cases, Mortality and Overcrowding

21.1 Clinical case registration and follow-up

Any animal showing signs of illness must be monitored according to the veterinarian's recommendations.

- The animal care staff (or any person observing the health issue, including the research team) must complete the Clinical Case Recording and Monitoring Form (VET-08-FOR 1), describing the clinical signs observed. An **orange card** must also be filled out. Forms and cards are available in the maintenance binders or on counters in antechambers or housing rooms.
- The orange card is placed in the cage card holder, and the completed form is deposited in the wall file holder labeled "Techniciens LNBE" at the LNBE entrance.
- A blue sticker will be added at the top of the orange card once the animal has been evaluated by the LNBE technical staff. *Never remove an orange card without first consulting the technical staff.*
- The research team will be notified by email when a clinical case is opened.
- The orange card with the blue sticker will be removed by the technical staff once the case is closed.

Important:

If you find a deceased animal or euthanize an animal under clinical monitoring, put the date and your initials on the orange card. Then place it in the "Techniciens LNBE" wall file holder to close the case.

- The form is recorded in the clinical case registry to help detect recurring issues in specific rooms, protocols, or strains.

21.2 Recording and Monitoring a Mortality/Euthanasia Case

21.2.1 Animal Found Dead by Animal Care Staff

- The staff completes the Mortality Recording and Monitoring Form (VET-08-FOR 3) and a **green card** (mortality). The green card is placed in the cage card holder to notify the research team. The form is deposited in the "Techniciens LNBE" wall file holder.
- The research team is notified by email.
- The protocol lead or delegate (student/researcher) is responsible for removing the **green card** and recording the relevant information, as mortality is not noted on the cage card. The green card can then be discarded.
- Cases are recorded in a mortality registry to help identify recurring issues.

21.2.2 Animal Found Dead by Research Team

- The form VET-08-FOR 3 must be completed (available in maintenance binders or on counters in antechambers or housing rooms).
- The completed form must be deposited in the "Techniciens LNBE" wall file holder.

No animal should be found dead.

21.2.3 Animal Euthanized by the Research Team Due to Endpoints Before the End of a Study

- Complete the form VET-08-FOR-3 for each animal or group of animals euthanized.
- Indicate the reason for euthanasia (cause).
- The research team must complete the “Experience” section.
- Deposit the form in the “Techniciens LNBE” wall file holder at the LNBE entrance.

21.3 Recording and Monitoring an Overcrowding Case

The maximum number of animals per cage is based on the minimum surface area required per animal (e.g., female mouse with litter: 330 cm²), as defined by LNBE accrediting organisations (CCAC, AAALAC).

The research team will be notified when overcrowding is observed.

21.3.1 Authorized Rodent Numbers per Cage

- 5 adult mice (Techniplast cages) or 4 adult mice (other cage models)
- 2 female mice with 2 small litters (≤ 5 pups per female) \pm 1 male
- 1 female mouse with >5 pups \pm 1 male
- 3 rats < 600 g (Double Decker)
- 2 rats ≥ 600 g (Double Decker)
- 3 rats ≤ 450 g (Lab Product*)
- 2 rats > 450 g (Lab Product*)
- 1 female rat with a litter

*For Lab Product cages, the rat's body length must not exceed 15.5 cm (nose to rump).

21.3.2 Overcrowding Case

- Animal care staff completes the Overcrowding Recording and Monitoring Form (VET-08-FOR 3) and a **pink card** (overcrowding).
- The **pink card** is placed in the cage card holder, and the form is deposited in the “Techniciens LNBE” wall file holder.
- The research team is notified by email. A 24-hour deadline is given to separate the animals. After this period, LNBE staff will separate them, and service fees will apply.
- Once separation is done by the student, researcher, or company, the **pink card** must be dated, signed, and marked “weaned” or “separated,” then deposited in the “Techniciens LNBE” wall file holder. The technical staff will then close the case.
- Cases are recorded in an overcrowding registry.

21.3.3 Delayed Weaning

NOTE THAT THE LNBE TECHNICAL STAFF IS RESPONSIBLE FOR WEANING ALL PUPS ≥ 23 DAYS OLD AND LITTERS ≥ 19 DAYS OLD WHEN 3 LITTERS ARE PRESENT IN THE SAME CAGE.

SERVICE FEES WILL APPLY AND NO NOTICE WILL BE SENT.

Colony managers are responsible for timely weaning.

22. Weaning (General information)

21.4 Weaning Age

The default weaning age is 21 days. Weaning from 19 days is allowed when the default date falls on a weekend or holiday, or when a female is about to give birth to a second litter.

Note: A female's ability to nurse is limited by the presence of older litters in the cage. It is important to wean pups as soon as possible when a second birth is expected.

21.5 Weaning Exceptions

Any exception to weaning beyond 21 days must be justified:

- In advance, during the review of the colony protocol (breeding) by the IACC (e.g., specific strain or scientific justification). When approved, 28 days is the maximum allowed.
- On a case-by-case basis (animal by animal), by informing LNBE staff using a yellow communication card and an email to Techniciens.LNBE@inrs.ca.
- Never allowed if there is more than one litter in the cage.

23. Weaning Procedure

- Animals to be weaned must be separated by sex and placed in a clean cage equipped with a water bottle.
- Moistened chow (mixed with drinking water) should be placed in the cage, ideally under the waterspout.
- It is recommended to confirm the sex of weaned mice or rats in the days following weaning to ensure proper grouping by sex.
- It is advisable to supplement with a hydrating gel diet (e.g., DietGel or NutraGel) when pups are very small at the time of weaning.
- Check the health status of animals to be weaned. In mice, the following cases are common:
 - Hydrocephalus (enlarged skull):
These pups must be euthanized immediately, as their condition can deteriorate rapidly.
 - Malocclusion (misaligned teeth):
It is recommended to euthanize these pups, as their health may decline quickly.
 - If the pup can be used shortly for a procedure, teeth must be trimmed weekly. The pup must have constant access to moistened diet in the cage (e.g., NutraGel or moistened chow). A yellow laminated card labeled "moistened chow added" must be placed in the cage card holder.
 - Colony managers are responsible for monitoring the animal if they choose to keep it and must inform LNBE technical staff. These animals must not be bred.
 - A clinical case must be opened for any eye abnormalities: closed, missing, opaque, etc. Additionally, breeding of these mice is discouraged

Annexe 1



INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE CENTRE NATIONAL DE BIOLOGIE EXPÉRIMENTALE INVENTAIRE DES ANIMAUX



Période: Mois
Année

Septembre

2016

No. Projet IAF

1439-04

No. Projet client

Chercheur:

D. Rousseau

Espèce:

Souris

Souche:

NIVEAU 1

Pièce:

F104A

Solde d'ouverture:

24

| Date | Récept. | Mort. | Transf. | Ajust. | USAGE CNBE Solde | Inv. Phys. | USAGE CNBE Initiales | Commentaires |
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| Niveau 2 / Quarantaine | |
| Stérile | |
| NPC (déjà dans soumission) | |