

ANIMAL BEHAVIOR CORE FACILITY (ABCF):

RULES FOR USERS

1- Before the experiment:

- **Introductory Course with ABCF Staff:** Compulsory to get access to the facility.
- **Email the Staff:** Before booking online always send an email to abcf@ki.se
- **Consult the ABCF Staff** for help with the selection of appropriate tests, experimental design, estimate of the time needed to complete experiments.
- **Read the SOP (Standard Operation Procedure):** A document providing detailed technical instructions on how to run each behavioral task is available. The SOP does not replace obligatory equipment introduction/training session
- **Calculate the number of hours and/or days needed for the experiment, including habituation and cleaning.** In case you need to book a room for up to 5 hours, you can choose between 2 time slots: 8:00 to 13:00 or 13:00 to 19:00. The experiments should to be finished before the end of the light cycle (19:00).

2. During the experiment

- **Habituation:** mice should be acclimatized to the experimental room for at least 30 min before testing. Rooms should be kept very quiet during habituation.
- **White board info:** Small white boards are located on all room doors. Write: "Experiment in progress: Do not enter", your name, date, start time, end time.
- **Check the "Did you remember to...?" List:** There is a paper with a list of all things you should check before and after you perform the experiment:
 1. Clean equipment/chambers/boxes.
 2. Clean up the room (includes removing trash, cleaning all table surfaces, cleaning up spills and sweeping the floor).
 3. Return equipment to appropriate place.

4. Export data/copy files to external drive (**ABCF cannot store your raw data, especially video files, more than 1 month**).
5. Was the equipment running properly? Please report any problem to ABCF Staff as soon as possible.
6. Turn off the instruments
7. Erase white board
8. Return your mice to the animal room

It is not allowed to keep mice in the mobile IVC unit located in the pre-rooms over-night, unless you have an ethical permit that allows it.

Behavioral experiments can't be rushed, as this will have an impact on your mice and the quality of your results. Design experiments with this in mind and when booking the rooms, please allow sufficient time to prepare the room for the experiment, and afterwards for cleaning.

You will encounter a penalty if you are:

1. Doing experiments without booking
2. Damage the equipment without notifying
3. Change the set up and configuration of the computer or the equipment without notifying the staff
4. Not cleaning
5. Overbooking

You will receive a strike note and will be charged of an extra fee of 500 SEK. When you get 3 strike notes, you will have to take the introduction course again (2000 SEK).

You must contact the Staff:

- Before using behavioral equipment for the first time
- If the equipment is damaged (or does not work properly)
- If something is wrong with the testing room (lights, temperature, external noise, dirty)
- If you have trouble reserving a testing room.

You are very welcome to contact the Staff in case:

- You have an idea of how to improve the facility
- You wish to develop a new behavioral task (or significantly alter an existing task)