

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
for
ANIMAL BIOSAFETY SUITE Room 305 BEB

- 1.0 Purpose:
The Biosafety suite is designed as a Biocontainment Level 2 Facility. The Suite provides protection from pathogenic organisms and is designed to prevent contamination of surrounding animal facility space. The procedures described in this SOP are designed to protect personnel from exposure to Level 2 organisms. Research projects using these organisms can infect humans and cause illness. It is mandatory that all personnel entering the Biosafety Suite follow the guidelines set forth in this SOP.
- 2.0 Scope:
This procedure applies to all CMLAF staff, maintenance and principal investigator personnel entering Suite 305 BEB.
- 3.0 Procedure:
- 3.1 Entrance Requirements:
- A. All personnel must receive appropriate training and approval prior to entry.
 - 1. Biosafety Committee Approval.
 - 2. Responsible Care & Use of Laboratory Animal Certification Program.
 - 3. Right-To-Know training.
 - 4. Specific training on the organism to be used from supervisor and CMLAF.
 - B. Security:
 - 1. Entrance and exit doors must remain closed and locked at all times.
 - C. Entry for CMLAF and principal investigator staff.
 - 1. Enter suite through 305R only. (Attachment)
 - 2. Remove outer coats/labcoats and hang on hooks provided.
 - 3. Don personal protective equipment provided on shelves.
 - A. Gloves, isolation gown, mask, shoe covers, hair net.
 - 4. Principal investigator staff must record disposable equipment usage on chart posted on door.
 - 5. Ensure entrance door is closed behind you before proceeding into the Biosafety Suite.
- 3.2. Procedures within 305 suite.
- A. Principal investigator staff should only enter rooms that house their animals.
 - 1. If more than one room of animals has been entered, then shoe covers and gloves should be changed between rooms.
 - 2. Follow all posted requirements to enter specific housing rooms, i.e., may need second gown or 2 sets of shoe covers, etc.

3. A Biohazard sign is posted on each door listing information on the type of infectious agent used within, and emergency contact information.
 - a. A Hazardous Substance Information Sheet (Attachment) must be completed and submitted to the facility manager to provide information on emergency contact numbers, prior to starting a project.
 - b. CMLAF and veterinary staff must be aware of what projects are currently housed in the entire suite to enter each room to care for animals based on degree of hazard.
4. All individual room requirements must be followed.
5. Eyewash stations are located in the main suite next to the sink.
6. An intercom is located on the wall to page for assistance. (see attachment)
7. Eating, drinking and smoking are not permitted in the Biosafety suite.
8. For further guidelines that must be followed see attached "Standard Practices" (Attachment).

3.3 Exit Procedures

- A. Exit via 305Q.
- B. Remove and discard all PPE disposables, and wash hands.
 1. Take shower if required.
 - a. Lock both doors before taking shower.
 - b. Ensure soap, shampoo, towels and clean clothes are provided in lockers.
 - c. If shower is occupied and door to 305Q is locked, wait if you have to take a shower or exit through 305P if you do not have to shower.
 - d. After washing, proceed through 305P to 305S to exit the Biosafety suite.
 - e. Ensure each door is closed behind you before proceeding through the next door to maintain airlocks.

3.4 Animal husbandry traffic flow.

- A. New animals and clean husbandry equipment should arrive on the 3rd floor via the "clean" elevator. Proceed through the double doors and enter suite through 305R (see arrow on Attachment).
- B. Exterior of box should be sprayed with disinfectant prior to opening box in animal holding room.
 1. Disinfection should be performed using either specific chemicals as posted on the Hazardous Substance Information Sheet or the disinfectants available in the suite which include 10% bleach, Nolvasan, SporKlenz and/or MB-10.
- C. Wheels of all incoming equipment should be sprayed with disinfectant prior to moving into animal holding room.
- D. All waste and dirty husbandry equipment should leave the suite through 305P door.
 1. All equipment should be sprayed with disinfectant prior to exiting 305S.
 2. All cages, bottles, lids should be scraped and disinfected in a designated "decontamination room", or autoclaved.
 3. All racks should be disinfected in a designated "decontamination room" prior to removal from suite and then draped.

4. All autoclaved or disinfected "dirty" items should proceed from 305S to the "clean" corridor through the double doors into the "dirty" corridor and down the "dirty" elevator directly into the "dirty" side of our cage wash area.

3.5 Facilities Maintenance Staff.

- A. The basic procedure for facilities maintenance staff is: DO NOT enter the suite, work on ducts or controls or enter the filter house without clearance from EHS and the Animal Facilities manager. The reason is to determine what, if any, special precautions are required for protection. Experiments start and end continuously; therefore, it is necessary to maintain close liaison to keep track of changing conditions within the suite.
- B. Entering Suite 305.
 1. Check with the EHS and/or Animal Facilities administration to determine the level of protection required.
 2. Follow procedures outlined in sections 3.1 to 3.3 above.
 3. If special precautions are necessary (a biohazard sign is posted on the door), do the following:
 - a. Do not enter the animal room where the experimental animals are housed without permission and guidance from EHS and the Animal Facility manager.
 - b. Read the posted signs stating the precautions required before entering the room.
 - c. Wear an additional gown, shoe covers and gloves over the first layers.
 - d. Remove outer gown and shoe covers and gloves before leaving the animal holding room.
- C. Working on Ducts and Controls.
 1. When work on ducts or duct controls is required, the EHS and Animal Facilities will determine if special precautions are necessary. Special precautions could be to wear a disposable mask and either wear gloves or wash hands thoroughly after handling controls.
- D. Changing Filters/Working in Fan Rooms.
 1. If infectious organisms are used, EHS and Animal Facilities will determine if organisms are still alive in the ducts or on the filters.
 2. When special precautions are required, they could include disinfection of ducts, controls and tools, gassing of filters and ducts and personal protection.
 3. Masks, gloves and disposable gowns are recommended as personal protection devices.
- E. Changing HEPA filters.
 1. Any time HEPA filters are changed, the use of disposable gowns and dust masks are recommended.
- F. Disinfection.
 1. A disinfection solution will consist of either a 10% aqueous solution of sodium hypochlorite (laundry bleach), Nolvasan solution, SporKlenz, MB-10 or other as needed.
 2. The solutions will be available in suite 305 under the sink.
 3. Pour solutions on a paper towel and wipe controls, tools, door handles and hands.

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ANIMAL BIOSAFETY SUITE ROOM 305 BEB

Please read and follow instructions carefully and work according to the recommendation. These instructions are for your safety and the safety of others.

STANDARD PRACTICES

1. Keep doors always closed.
2. **Eating, drinking, smoking** and storing food for human use are **NOT PERMITTED in Biosafety suite.**
3. **Wash or sanitize** your **hands** thoroughly before leaving area.
4. **Work** carefully and **minimize creation of aerosols.**
5. For spills of viable materials and contamination, use appropriate disinfectants usually readily available in the work area. Apply the solution to the surfaces carefully, wait 10 minutes, then wipe it off with paper towels. Discard properly in a red plastic biohazard bag.
6. **Do not contaminate implements** or tools used in the room.
7. Avoid contaminating door knobs. Periodically disinfect door knobs, using disinfectant.
8. Inspect cages for sharp edges, to avoid scratches or injuries.
9. Be careful when moving cages; avoid slipping on wet floors, etc.
10. Take proper precautions to prevent animals from escaping from cages.
11. Notify supervisor or veterinary staff if any animal shows signs of abnormal behavior or health problems.
12. Report any dead animal(s) immediately to supervisor or veterinary staff.