

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
for
USE OF HAZARDOUS AGENTS IN ANIMALS

- 1.0 Purpose:
To describe the appropriate procedures for approval, signage, use and disposal of hazardous agents used in the LAF
- 2.0 Scope:
This procedure applies to the LAF purchasing officer, all LAF veterinary, and caretaking staff or investigator staff using hazardous materials in animals.
- 3.0 Procedure:
 - 3.1 All experimental protocols involving the use of hazardous material (i.e. chemicals, toxins, radioactive isotopes, infectious agents, human tissues) in animals must be approved by Environmental Health and Safety (EH&S) prior to final IACUC approval.
 - 3.2 EH&S will review the intended use of the hazard and make recommendations for the safe and proper handling and disposal of the hazard and associated materials, this recommendation will be sent to the Principal Investigator, IACUC, and LAF Director.
 - 3.3 Principal investigator (investigator) will contact the LAF Director or facility manager prior to scheduling use of hazardous agent. The LAF facility manager will then assure that the following steps are completed before the project using the hazardous substance(s) starts:
 - 3.3.1 Appropriate space suitable for the agent is reserved
 - 3.3.2 An Animal Health Warning Sign (AHWS) and Standard Operating Procedure (SOP) outlining appropriate procedures for the agent is developed
 - 3.3.3 Applicable personnel receive training regarding the proper handling of the hazardous material, including proper use of PPE, and medical treatment
 - 3.3.4 Individuals requiring respirators for project work are tested and appropriately fit tested prior to use of the respirator, and have been enrolled in the Universities Occupational Health and Safety Program if appropriate.
 - 3.3.5 The Animal Hazardous Use Book, located in the LAF facility manager's office is updated with the following:
 - 3.3.5.1 The Animal Handling Warning Sign (AHWS)
 - 3.3.5.2 Related SOP

3.3.5.3 Material Safety Data Sheet (MSDS), or description of the hazard

3.3.5.4 Other pertinent information as required.

- 3.4 The purchasing officer will notify the facility manager of all animal orders being received on protocols that use hazards, by sending a copy of the order including investigator's name, protocol number, species, quantity, and room for delivery.
- 3.5 The AHWS must be posted on the animal room door and related SOPs developed and reviewed with the LAF caretaker and veterinary staff before the project begins. This information is kept in book in the LAF facility manager's office (BEB217)