This document is intended for the administration of Nicotine in animals. This SOP template provides general guidance on the minimum expectations for laboratories when working with nicotine. It is the responsibility of the PI to provide training and guidance on the lab-specific requirements for their experiments. **This SOP should have an accompanying Chemical SOP for laboratory procedures and practices.** This SOP must be attached to the IACUC protocol and made available to Animal Care Services staff upon request.

The Investigator and Laboratory Staff are **required to notify Animal Care Services** **2 business days prior to the start** of any experiments involving toxic, hazardous, or potentially hazardous chemical in animals.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Agent Name (s) | | Nicotine | | | | |
| IACUC Number(s) | |  | | | | |
| Investigator Name(s) | |  | | | | |
| Procedure Author | |  | | | | |
| Creation Date | |  | Review Date(s) |  | Revision Date(s) |  |
| Name of Responsible person | |  | | | | |
|  | **This standard operating procedure (SOP) is for animal work involving:** | | | | | |
| Chemicals used in animals   * Examples: Perfusions, toxic or hazardous drugs, pesticides, reproductive toxins.   Investigational and/or Novel Compounds with limited, or no toxicity data available   * Examples: Pharmacokinetic studies   Nanoparticles   * Examples: Iron oxide nanoparticles, etc. | | | | | | |
|  | **Risk Identification:** *Identify potential safety hazards*.  Carcinogen  Sensitizer  Irritant  Acute Toxicity – Harmful  Acute Toxicity – Fatal Single Dose  Germ Cell Mutagen  Reproductive Toxicity  Target Organ Systemic Toxicity: Single Exposure  Target Organ Systemic Toxicity: Repeated Exposure  Other: This can vary based on the route of administration. Can cause serious eye damage.  **Exposure Limit**: Click or tap here to enter text. | | | | | |
|  | **EH&S Training Requirements**  List the general and laboratory-specific training required. | | | | | |
|  | Laboratory Specific Training (provided lab manager or PI)  Hazardous Waste Management Training  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Procedures for Handling and Disposing Equipment and Animals Administered a Chemical Hazard** | | | | | | |

|  |  |
| --- | --- |
|  | Outline the process for transporting toxic, or hazardous, chemicals/drugs to Animal Care Services (ACS) Rooms, include the packaging information. Add any additional, laboratory specific steps below.   1. Containers and bottles must be labeled. 2. Transport chemicals in a non-breakable, hard sided container within a secondary container lined with absorbent material. 3. Container must be labeled with the PI’s name and contact information. 4. Every effort should be made to transport only the amount of chemical needed away from the lab.  For example, syringes are prefilled in a certified chemical fume hood in the lab, and only the amount needed for the day’s injections will be transported to ACS spaces. |
|  | Transportation of Animals exposed to Chemicals  If applicable, outline the steps to transport animals administered chemicals to and from locations. If animals are not being transported, delete the information below.  Transportation of animals should be limited between administration and the first cage change after the “clear time”.  If they must be moved before the clear date has past and a cage change has occurred, they must be transported in their home cage, within a secondary container (e.g. sterilite bin) that contains small airholes and placed on a cart. |
|  | Are hazardous materials excreted by animals?  Yes  No  Unknown  If yes, in:  Urine  Feces  Other: Click or tap here to enter text.  Clear Time (if applicable): Click or tap here to enter text. |
|  | **What Engineering Controls will be used to minimize exposures to these hazards in Animal Care Service Rooms?**  Biosafety Cabinet  Animal Transfer Station  Static caging  Negative pressure ventilated caging  Positive pressure ventilated caging  Other: Click or tap here to enter text. |
|  | **What Personal Protective Equipment is required during handling of animals during and after administration? (Only complete if hazardous materials are being excreted by animals. If not being excreted, standard ACS specified PPE is required.)**  Supplied by ACS: *select all that apply*  Gown  Boufant Cap  Face shield  Goggles (not supplied by ACS)  Surgical mask  Gloves  Double gloves  N-95 respirator (not supplied by ACS)  Other: Click or tap here to enter text. |
|  | If hazardous materials are excreted, how will the bedding and waste be labeled prior to disposal?  Not Applicable  Chemical; Non-Regulated Waste for incineration (bedding that is not contaminated with nicotine.)  Chemical; Regulated Waste for disposal through EH&S Hazardous Waste (any waste contaminated with nicotine.)  Nanoparticle; Non-Regulated Waste for incineration  Nanoparticle; Regulated Waste for disposal through EH&S Hazardous Waste  Other: Nicotine is considered EPA regulated hazardous substance until it is used. Unused portions (even if diluted) will be disposed of as Regulated Waste for disposal through EH&S Hazardous Waste by the lab staff. |
|  | How animal carcasses are be disposed of?  Incineration  Other: Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Approval**  *Standard Operating procedures must be approved by the Principle Investigator*. | |
| *PI (name, signature, date)* | |
| Comments |  |