

This document is intended for the use of toxic, hazardous, or potentially hazardous chemicals and/or drugs administered to animals. All experiments performed must have an SOP outlining the steps and risks and mitigations of the experimental process. **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. When animals are exposed to a hazardous chemical or nanoparticle, an ACS provided Chemical Hazard sticker or Nanoparticle sticker must be placed on the cage card.

Agent Name (s)					
IACUC Number(s)					
Investigator Name(s)					
Procedure Author					
Creation Date		Review Date(s)		Revision Date(s)	
1.	<b>THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR ANIMAL WORK INVOLVING:</b>				
<input type="checkbox"/> Chemicals used in animals <ul style="list-style-type: none"> <li>• Examples: Perfusions, toxic or hazardous drugs, pesticides, reproductive toxins.</li> </ul> <input type="checkbox"/> Investigational and/or Novel Compounds with limited, or no toxicity data available <ul style="list-style-type: none"> <li>• Examples: Pharmacokinetic studies</li> </ul> <input type="checkbox"/> Nanoparticles <ul style="list-style-type: none"> <li>• Examples: Iron oxide nanoparticles, etc.</li> </ul>					
2.	<b>RISK IDENTIFICATION: <i>Identify potential safety hazards.</i></b> <input type="checkbox"/> Carcinogen <input type="checkbox"/> Sensitizer <input type="checkbox"/> Irritant <input type="checkbox"/> Acute Toxicity – Harmful <input type="checkbox"/> Acute Toxicity – Fatal Single Dose <input type="checkbox"/> Germ Cell Mutagen <input type="checkbox"/> Reproductive Toxicity <input type="checkbox"/> Target Organ Systemic Toxicity: Single Exposure <input type="checkbox"/> Target Organ Systemic Toxicity: Repeated Exposure <input type="checkbox"/> Other: <i>Click or tap here to enter text.</i>				
<b>Exposure Limit:</b> <i>Click or tap here to enter text.</i>					

3.	<p><b>EH&amp;S TRAINING REQUIREMENTS</b> List the general and laboratory-specific training required.</p>
	<p><input type="checkbox"/> Laboratory Specific Training (provided by lab manager or PI)  <input type="checkbox"/> Hazardous Waste Management Training  <input type="checkbox"/> Other _____  <input type="checkbox"/> Other _____</p>
<b>Procedures for Handling and Disposing Equipment and Animals Administered a Chemical Hazard</b>	
4.	<p>Outline the process for transporting toxic, or hazardous, chemicals/drugs to Animal Care Services (ACS) rooms, include the packaging information. <b>Add any additional, laboratory specific steps below.</b></p> <ol style="list-style-type: none"> <li>1. Containers and bottles must be labeled.</li> <li>2. Transport chemicals in a non-breakable, hard sided container within a secondary container lined with absorbent material.</li> <li>3. Container must be labeled with the PI's name and contact information.</li> <li>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.</li> </ol>
5.	<p><b>TRANSPORTATION OF ANIMALS EXPOSED TO CHEMICALS</b> If applicable, outline the steps to transport animals administered chemicals to and from locations. <b>If animals are not being transported, delete the information below.</b></p> <p>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 passed and a cage change has occurred, they must be transported in their home cage, within an opaque, latched secondary container (e.x. sterilite bin) and placed on a cart.</p>
6.	<p>Are hazardous materials excreted by animals?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Unknown</p> <p>If yes, in:</p> <p><input type="checkbox"/> Urine  <input type="checkbox"/> Feces  <input type="checkbox"/> Other: Click or tap here to enter text.</p> <p>Clear Time (if applicable): Click or tap here to enter text.</p>

7.	<p><b>WHAT ENGINEERING CONTROLS WILL BE USED TO MINIMIZE EXPOSURES TO THESE HAZARDS IN ANIMAL CARE SERVICE ROOMS?</b></p> <p><input type="checkbox"/> Biosafety Cabinet</p> <p><input type="checkbox"/> Animal Transfer Station</p> <p><input type="checkbox"/> Static caging</p> <p><input type="checkbox"/> Negative pressure ventilated caging</p> <p><input type="checkbox"/> Positive pressure ventilated caging</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>
8.	<p><b>WHAT DISINFECTANT IS REQUIRED FOR SURFACES AND SPILLS?</b></p> <p><input type="checkbox"/> Peroxiguard (ACS Standard Disinfectant)</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>
9.	<p><b>WHAT PERSONAL PROTECTIVE EQUIPMENT IS REQUIRED DURING HANDLING OF ANIMALS DURING AND AFTER ADMINISTRATION? (ONLY COMPLETE IF HAZARDOUS MATERIALS ARE CONTAMINATING THE BEDDING THROUGH ADMINISTRATION OR EXCRETION. IF BEDDING IS NOT CONTAMINATED, STANDARD ACS SPECIFIED PPE IS REQUIRED.)</b></p> <p>Supplied by ACS: <i>select all that apply</i></p> <p><input type="checkbox"/> Gown</p> <p><input type="checkbox"/> Boufant Cap</p> <p><input type="checkbox"/> Face shield</p> <p><input type="checkbox"/> Safety Glasses/ Goggles (not supplied by ACS)</p> <p><input type="checkbox"/> Surgical mask</p> <p><input type="checkbox"/> Gloves</p> <p><input type="checkbox"/> Double gloves</p> <p><input type="checkbox"/> N-95 respirator (not supplied by ACS)</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>
10.	<p>If hazardous materials are excreted, how will the bedding and waste be labeled prior to disposal?</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Chemical; Non-Regulated Waste for incineration</p> <p><input type="checkbox"/> Chemical; Regulated Waste for disposal through EH&amp;S Hazardous Waste</p> <p><input type="checkbox"/> Nanoparticle; Non-Regulated Waste for incineration</p> <p><input type="checkbox"/> Nanoparticle; Regulated Waste for disposal through EH&amp;S Hazardous Waste</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>
11.	<p>How are animal carcasses disposed of?</p> <p><input type="checkbox"/> Incineration</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>

**APPROVAL**

*Standard Operating procedures must be approved by the Principle Investigator.*

*PI (name, signature, date)*

Comments