

SOP: **LARC-15**

Title: **LARC Orientation**

SOP Last Revision Date:
31MAR10

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the process that is involved in training of new & current individuals that require access into any of the Laboratory Animal Research Core's Animal Facilities on the campus of the University of Missouri-Kansas City.

POLICY

It is LARC policy to meet or exceed all federal, state, and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

REFERNCES

- A.** Laboratory Animal Research Core Personnel
- B.** All Laboratory Animal Research Core's SOP's

PROCEDURES

A. Donning PPE (Personal Protective Equipment)

- a. All PPE is disposable and is provided by the LARC.
- b. Personnel must wear bouffant cap, booties, gloves, face mask and gowns at all times (scrubs provided by LARC can replace gown).

B. General Facility Traffic Flow

- a. Once personnel enter **any other animal facility**, they may not enter the HSB Animal Facility for at least 24hrs (*there may be exceptions for LARC staff during emergencies or staff shortage at which time a wet shower will be required*).
- b. Personnel must enter rooms in order of pathogen risk. For example: rooms that are deemed to be pathogen free must be entered before any rooms that have been deemed to be pathogen suspects.
- c. Euthanasia is to be the last task before exiting the facility.
- d. Once personnel enter the Transition Room, they may not enter any other rooms inside the facility.

C. Entering the Facility

General rule – all personnel enter through Main Air-lock and materials/animals enter through Secondary Air-lock.

General

- a. Personnel must enter through the Main Air-Lock at all times.
- b. Each individual **MUST** badge in separately.

Entering With Animals

- c. Animals that have exited the facility but need to return must have their cage sprayed with disinfectant and be left in the Secondary Air-Lock for retrieval (on stainless steel table).

Animals can **ONLY** be housed in the Transition Room if re-entering. (Note: returning animals is not recommended as the Transition Room's space is limited).

- d. When returning animal carcasses, the carcass bags are to be spray with the provided disinfectant and placed into the designated container just outside the Secondary Airlock.

Entering With Materials

- e. Any tangible item brought in must be left in the Secondary Air-Lock to be disinfected (on stainless steel table). Personnel must enter in Main Air-Lock and then retrieve materials from Secondary Air-Lock.
- f. The items that require H₂O₂ decontamination must be coordinated by LARC Staff in advance.
- g. Dirty cages returning may be left in Secondary Air-Lock ON THE FLOOR for LARC personnel to retrieve.
- h. Items cannot be decontaminated or autoclaved prior to entering. This is the responsibility of the LARC staff unless prior arrangements are made. Regular disposable items are to be in original unopened packaging from purchase and may not be "loose" (outside original packing).

D. Exiting the Facility

General rule – personnel can exit through any air-lock unless exiting with animals (live or dead).

- a. Personnel may exit through any air-lock if not exiting with animals. If animals (live or dead) are to exit, they **MUST** exit through the Secondary Air-Lock.
- b. To exit animal rooms, press the EXIT button next to the door. Press and hold the red button under the EXIT button in the

event the door will not open. All rooms that lock are equipped with phones for emergency situations.

E. Emergency Contact Information

- a. This information will be posted throughout the facility, but can be found at all times in both the Main and Secondary Air-Locks.

F. Whistle Blower Policy

- a. This information will be posted throughout the facility, but can be found at all times in both the Main and Secondary Air-Locks.

G. First Aid Kits

- a. First aid kits will be placed throughout the facility, but can be found at all times in both the Main and Secondary Air-Locks.

H. Animal Euthanasia & Carcass Placement

- a. After euthanasia, animals are to be placed in plastic bags and then placed into a designated carcass freezer (room 1521B).

I. General Housekeeping

- a. All personnel are to clean-up after themselves any gross debris and/or materials (includes Animal Hoods) they have created.
- b. Any equipment use must be granted through prior permission from LARC Staff or equipment owner.

J. Placement of Dirty Cages & Location of Clean Cages

- a. All dirty cages inside the facility are to be placed in the Dirty Cage Wash area (room 1521) or on a designated cart outside the cage wash room at the end of a task or workday.
- b. Any room may be an area that has been designated for storing materials or cages by LARC. When taking a clean cage for use, the

ENTIRE cage is to be taken (cage bottom, wire top, cage lid, etc.). Whatever is not used or needed is to be placed in the Dirty Cage Wash area. Clean cages may not be split or unneeded parts placed back into storage.

K. Cage Census Record Documentation

- a. Whenever a CAGE is added or subtracted to a room, this is to be recorded on the Census Record. (Note: the LARC does not count animals, but rather cages).

L. Animal Sick Cards & Health Records

- a. Animal Sick Cards and Health Records are for LARC Personnel only. They are not to be recorded on by any other party unless prior approval.

CONCLUSION

Personnel (trainee) will be given a copy of this SOP at the time of LARC Orientation electronically. If you have any questions or concerns regarding this SOP, please notify LARC management. Trainee must complete below record for access to be granted. All personnel will be responsible for reading and understanding this SOP's.

