

SOP: **PO-04**

Title: **Proper Use of LARC Animal Holding & Procedure
Rooms**

SOP Last Revision Date:
29MAY09

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the proper procedures for use of animal holding and procedure rooms. Animal holding and procedure rooms relating to this SOP are rooms assigned to the Laboratory Animal Research Core by the University of Missouri at 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.

REFERENCES

- A. Laboratory Animal Research Core Personnel

RESPONSIBILITIES

- A.** Before an animal holding or procedure room can be used, permission must be granted by LARC management.
- B.** Permission for use of animal holding or procedure rooms does not grant access to equipment located in those rooms. Access to equipment must also be obtained by LARC staff separately from animal holding or procedure room entrance.
- C.** Under no circumstances is there ever to be food or drinks for human consumption in any animal holding or procedure rooms.
- D.** The floor and counter-tops must be cleaned of all gross debris after use.
- E.** All equipment used must be cleaned and returned to its original condition (including location) after use. If personnel enter the room and find it to be in unacceptable conditions they are to notify LARC management immediately.
- F.** If any materials are to be use that are considered “sharps” then they must be placed in a sharps proof container.
- G.** All biohazard waste must be placed in an appropriate bio-hazard trash container lined with a bio-hazard bag and labeled properly as to the hazardous agent used.
- H.** All experiments will be performed as stated in the IACUC approved protocol. If you see any violations of protocol or have animal health concerns contact LARC management.
- I.** Only personnel that are stated in an IACUC approved protocol may perform research. If an individual wishes to only **view** an experiment (not performing any manipulations or handling any materials) they may do so only with the approval by LARC management.

WARNING:

The use of radioactive materials and Biosafety Levels 2, 3 & 4 organisms in the LARC Animal Facilities is strictly prohibited without the consent of LARC management even if the IACUC has approved such research.