Loyola University Chicago
Comparative Medicine
Facility

Standard Operating Procedure

SOP Number: **02-18-5600**
Service: **Research**
Operating Section: **Diagnostic Laboratory**
Unit: **CMF**
Title: **General Diagnostic Laboratory Policies and Procedures**

Purpose:
To define policies in the animal diagnostic laboratory areas managed by the Comparative Medicine Facility (CMF).

Procedure:
1) The SOPs under the Operating Section "Diagnostic Laboratory" are designed to:
   a) ensure the safety and protection of personnel
   b) ensure appropriate maintenance and quality control practices are in place to protect the quality and integrity of results obtained
   c) define routing of various reports to assure that data is adequately maintained, appropriately reported, and archived

2) Safety Issues
   a) Specific SOPs govern the safe use of chemical hazards in the laboratory.
   b) Few biohazards exist in specimens collected for routine diagnostic use. However, all samples will be handled with Universal Precautions. All personnel handling known biohazardous materials are expected to attend required training in compliance with LUC policies.
   c) Eating, drinking, smoking, and application of cosmetics or contact lenses are prohibited in the diagnostic laboratory areas.
   d) Food products for human consumption are not to be stored in any laboratory refrigerator or other work areas in the laboratory.
   e) All personnel working within the diagnostic laboratories are to be familiar with general safety procedures.

3) Tests Performed
   a) Assays performed in the CMF diagnostic laboratories are summarized as follows:
      i) Microbiology: collection of samples for bacterial or fungal culture/sensitivity monitoring
      ii) Parasitology: collection of samples and performance of fecal examination (direct and flotation examination, perianal cellophane tape testing), and pelage examination (skin scraping, cellophane tape testing)
      iii) Clinical pathology: collection of samples for hematology and clinical chemistry, performance of hematocrit and total protein tests, cytological examinations
      iv) Anatomical pathology: surgical biopsy specimen collection, post-mortem examination, and collection of samples at necropsy for histopathological examination
      v) Serology: collection of blood samples for serological monitoring
      vi) Molecular Diagnostics (PCR): collection of samples (environmental swabs, blood, hair samples, and/or feces for PCR
   b) All samples received in the CMF lab will be assigned a lab accession number and records of all samples collected will be kept in laboratory accession log book.
   c) Submission of samples will be accompanied by the appropriate test request form.
   d) When additional tests become routinely performed within the CMF diagnostic laboratories,

specific SOPs will be written to cover issues related to those tests.

4) Reporting Requirements
   a) A report with test results will be generated for each test performance.
   b) All tests performed in the CMF diagnostic laboratories will be reviewed by the attending veterinarian.
   c) All tests performed in the CMF diagnostic laboratories will be recorded either in colony health records or individual animal health records (for covered species). Tests performed on a large number of animals during health monitoring e.g. mouse, rat or rabbit serology results may be recorded on a single CMF diagnostic laboratory form, with the results written into the quarantine and conditioning forms.
   d) A copy of the test results may be sent to the PI when applicable.
   e) GLP-regulated study results are required to be forwarded to the Director and archived appropriately.
   f) The result reports will be saved on the shared laboratory drive.

APPROVALS

Responsible Official Signature			**Date** 12/06/2017
QA Signature			**Date** 12/06/2017
Version #3	**Effective Date**	**Supersedes** #2	**Original Date** 06/14/01