

Standard Operating Procedure

SOP Number: **02-18-5007**
Service: **Research**
Operating Section: **Administration**
Unit: **Comparative Medicine Facility (CMF)**
Title: **Use of Procedure Rooms**



Purpose:

To describe the requirements for use of procedure rooms within the Comparative Medicine Facility (CMF).

Procedure:

- 1) Sterile cages and supplies are NOT to be opened outside of the hood.
- 2) Use of the procedure rooms must be scheduled by completing the electronic sign-up sheet and completing the manual sign-up sheet located on the procedure room door when you arrive for your reservation. There is a fee for the use of these rooms. Procedure rooms have limited storage space so the CMF will provide and maintain each procedure room with basic equipment for use by all research staff.
- 3) Supplies and equipment that remain in the CMF procedure rooms must be approved by the Director or Assistant Director/CMF. Unauthorized supplies or equipment stored in procedure rooms and not claimed within 5 business days will be removed and disposed of appropriately.
- 4) Some procedures (e.g., blood collection, euthanasia) induce the release of alarm pheromones that subsequently alter the behavior of other rodents. Any procedure that has the potential of affecting the well-being of the other animals within the housing room must be performed in a procedure room. Ear tagging of mice and tail snipping of mouse pups (younger than 21 days) is allowed within the hoods of animal housing rooms.
- 5) The use of inhalant anesthetics is limited to procedure rooms which contain a device to reduce exposure to inhalation such as a fume hood, a class II B2 (fume-ducted) biosafety cabinet or a benchtop fume extraction dome. The use of ether or other explosive gases is prohibited. Hazardous agents must be used in the designated rooms listed in the approved IACUC ACORP.
- 6) Procedures are not permitted in any corridor space in the CMF.
- 7) Research personnel are responsible for leaving procedure rooms clean including sanitizing any used benchtops, hoods, and shared equipment.

OFFICE USE ONLY:**APPROVALS**

Responsible Official Signature		Date	
		3/18/24	
QA Signature		Date	
		03/18/2024	
Version #5	Effective Date	Supersedes #4	Original Date 9/7/11