**Shepherd University Biohazard Standard Operating Procedure (S.O.P.)**

**IACUC Protocol #:** (for IACUC Use only)

**IACUC Protocol title:**

**IACUC Protocol PI:**

1. **Identify hazardous materials, chemicals, reproductive toxins, carcinogens, and pathogens being used in experimental procedure described in IACUC protocol.**
2. **Describe any processes or equipment that may be hazardous.**
3. **Describe the relative amount and types of hazardous chemicals which will be generated.**
4. **Describe how hazardous chemicals will be prepared, handled, and dosed.**
5. **Describe how hazardous chemicals will be disposed of.**
6. **Describe how carcasses will be disposed of.**
7. **Describe use of a laboratory fume hood or other appropriate engineering controls.**
8. **Identify the types of appropriate personal protective equipment (PPE) (e.g. safety eyewear, chemical resistant gloves appropriate for the chemical, lab coat, close-toed shoes) that will be used.**
9. **Describe methods to restrain or sedate animals per your IACUC protocol to reduce the possibility of accidental self-inoculation.**
10. **Describe administration of chemical and methods to minimize risk of accidental exposures (e.g. use of safety syringe).**
11. **Describe methods to be used to clean up spills and decontaminate lab surfaces and equipment using wet wiping methods and an appropriate cleaning agent such as Simple Green.**
12. **Describe training of staff about specific hazards associated with the chemicals. This documentation must be maintained for at least one year.**

**NOTE1**: The PI is responsible for providing a copy of the SOP to the Laboratory Safety technician (and Biohazard Safety committee, when appropriate-see IACUC policy for details).

**NOTE2:** The laboratory safety technician (Dustin Robbins) and Environmental Health and Safety can provide guidance on whether an SOP is needed and on further SOP development.

**Cage Signage**

PI’s are responsible for ensuring that cages housing animals dosed with biohazardous materials are labeled with Health Alert cards with a Hazardous Chemical sticker on the card. The cards must contain the chemical name, dosage, and date/time animal was dosed.

**Door Signage**

PI’s are responsible for posting Animal SOP signs on rooms housing dosed animals. The door sign required to be posted must include the following:

**Signatures**

I certify that the above statements are true and, if this proposed project is approved and funded, I will abide by them. If changes are required in my project, I will submit amendments to the Shepherd University Laboratory Safety Technician (and EHS when appropriate) for approval. I recognize that any amendment to the protocol must be approved before the proposed changes may be implemented. I also certify that I and my research (or teaching) team will comply with the Statement Concerning the Care and Use of Laboratory Animals.

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Signature of Principal Investigator Date

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Signature of Laboratory Safety Technician (or EHS member) Date

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Signature of IACUC Chair Date