

# **STANDARD OPERATING PROCEDURES**

**DIVISION OF COMPARATIVE MEDICINE** SIC 14.0T All Authorized Personnel  
Facility Manager, and Technical Staff

**RESPONSIBILITY:**

**PURPOSE:**

- sleeve of the gown inside the room **don in sequence Tyvek sleeves, and gloves** (i.e., double gloves if handling immunodeficient mice) **use spray gloves with Oxivir Tb.**
- e. All carts and equipment that will enter an animal housing, procedural, laboratory, or surgical area, or that will have animal contact must be lightly sprayed with Oxivir Tb while in the entry corridor as it is brought into the facility.
  - f. No personal articles such as food items, books, combs, hats, handbags, or sunglasses may be taken into animal quarters. No open toed shoes are to be worn in the animal facility.
  - g. Uniforms consisting of blue surgical scrub top and bottom, soft soled shoes dedicated to the facility, and any protective clothing required by other SOP's must be worn by animal care personnel while in the animal facility. In general, uniform clothing of animal care personnel is confined to the facility. Uniforms are allowed outside the animal facility on a limited basis, depending on site, such as, going to a local administrative office, taking the trash out, receiving animals, supplies, feed or bedding, or to provide oversight to animals housed or used at IACUC approved locations outside the facility. Animal care staff must change into street clothes whenever leaving the immediate vicinity of an animal facility building, such as when traveling across campus, or between principal facilities with locker rooms
  - h. Research staff and personnel must report any personal condition of illness or injury to the facility manager or area supervisor **so that** compromise the outcome of a research project.
  - i. Hands must be washed before and after eating, smoking, using the restroom, taking the trash out, receiving animals, supplies, feed or bedding, before leaving the facility, and whenever returning to **facility.**
2. Guidelines for hand hygiene/protective measures during contact with laboratory animals
- a. Always wear a gown, sleeves, and gloves when having direct contact with animals; especially when contact with blood or other potentially infectious materials, mucous membranes, and nonintact skin could occur.
  - b. Change gloves between sides of rodent housing racks, between animal rooms, if soiled, or if a break in the glove develops.
  - c. Remove gloves after treatments of animals. Don new gloves when surgical incision sites, wounds, etc. are treated.
  - d. Change gloves during treatment, surgical preparation, or **operative care** if moving from a contaminated body site to a clean body site.
  - e. Remove gown, sleeves, gloves and shoe covers before entering restrooms, offices, break rooms etc. or before leaving the animal facility.
  - f. Do not wear artificial fingernails or extenders when having direct contact with sick animals or animals prepared for surgeries.
  - g. Keep natural nail tips less than **inch** long.
  - h. Wash hands with soap and water when hands are visibly soiled.
  - i. Decontaminate hands after contact with body fluids, excretions, mucous membranes, nonintact skin, and wounds.
  - j. Wash hands with soap and water before eating and after using a restroom  
Note: Never use the same sink for washing dishes/food and cleaning hands.
3. Hand-hygiene technique and skin care
- a. When decontaminating hands with an alcohol based hand rub, apply product to palm of one hand and rub hands together, covering all surfaces of hands

and fingers, until hands are dry. Follow the manufacturer's recommendations regarding the volume of product to use.

- b. When washing hands with soap and water, wet hands first with water, apply an amount of product recommended by the manufacturer to hands, and rub hands together vigorously for at least 15 seconds, covering all surfaces of the hands and fingers. Rinse hands with water and dry thoroughly with a disposable towel. Use towel to turn off the faucet. Avoid using hot water, because repeated exposure to hot water may increase the risk of dermatitis.
- c. Liquid, bar, leaflet or powdered forms of plain soap are acceptable when washing hands with a non-antimicrobial soap and water. When bar soap is used, soap racks that facilitate drainage and small bars of soap should be used.
- d. Multiple-use cloth towels of the hanging or roll type are not recommended for use in laboratory animal facilities.
- e. Apply hand lotions or creams frequently to minimize the occurrence of irritant contact dermatitis associated with hand antiseptics or hand washing.

**Approved:**

**Date:**