

**University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure**

Title: Waste & Carcass Disposal Policy

SOP Number: 3.03

Revision Number: 0

Effective Date: December 9, 2005

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Approval: _____
Co-Director

Co-Director

- I. Purpose:** Animal facilities generate several forms of waste and some require special handling. This standard operating procedure describes the safe and legal disposal of all waste materials in all animal areas. These policies will meet the standard set by the USDA, NIH and AAALAC as well as any regulatory rules placed on infectious wastes.
- II. Responsibilities and Scope:** These policies cover all animal areas at the University of Pennsylvania using animals for research, teaching or testing.
- III. Definitions:**
1. **Sharps**-Scalpels, broken glassware, needles, syringes & blades.
 2. **Soiled animal bedding and feces**-non-contaminated soiled bedding
 3. **General room trash** (other than bedding and feces)-this includes floor sweepings and the contents of room trash cans.
 4. **Carcasses**-all carcasses are considered infectious waste and a biohazard.
 5. **Contaminated bedding, trash and carcasses**-all of these are considered a biohazard.
- IV. Procedures:**
- A. Non-contaminated Waste**
1. Empty rodent boxes containing soiled, non-contaminated bedding is to be dumped in the designated areas within the animal facilities, not in the procedure room.
 2. Messes made around the dumping station site are the responsibility of the person dumping the bedding.
 3. All empty rodent cages are to be removed from the procedure room by the person(s) who used the cages for transport, and returned to the animal facility by the end of the day.

B. General Room Trash

1. All trash generated while using the procedure room should be placed in the trash can(s) provided in the procedure room.
2. Trash cans should be emptied at least twice a week but never allowed to overflow.
3. Place trash outside of the main corridor door for housekeeping to remove.

C. Carcass Removal & Disposal

1. **Animal carcasses are NOT to be left in the refrigerator or freezer** of the HUP-A animal procedure room.
2. Place the uncontaminated carcasses in leak proof bag body bag and return the carcasses to the animal facility's cold room for disposal.
3. Husbandry staff will load the refrigerated/frozen carcasses in the drums and seal them.
4. The animal facility supervisor is responsible for sending the manifests received from the waste handler to the Office of Environmental Health and Radiation Safety. The office of EHRS has a legal requirement to keep on file ALL manifests of waste removal from the University.
5. All freezers and coolers are to be kept clean of any blood or other leakage from carcass bags.

D. Contaminated bedding, trash and carcasses from animal facility containments.

Contaminated bedding **MUST** be autoclaved at the site of containment and then boxed for pickup by OEHRs.

V. Directions:

VI. Safety Considerations:

VII. References:

VIII. Attachments:

X. Document History:

Version Number	Effective Date	Author	Reason
1	December 9, 2005	LR Cheatham	New Policy