

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

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**Title: Entry procedures for the animal preparation room  
in the Founders Basement**

**SOP Number:** 4.02

**Revision Number:** 2

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**Approval:** \_\_\_\_\_  
Co-Director

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Co-Director

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**I. Purpose:** The purpose of this SOP is to outline the entry procedures for the animal preparation room in the Founders Basement for the imaging studies at the Small Animal Imaging Facility (SAIF).

**II. Responsibilities and Scope:** All researchers who are involved in animal imaging studies at the SAIF are responsible for reading and following this SOP.

**III. Definitions:**  
None

**IV. Procedures:**

**A. Animal preparation room at the MRI facility in the Founders Basement:**

1. Researchers who plan to use the animal preparation room for their animal studies must wear protective clothing (gown, gloves, mask, shoe covers, and bouffant cap).
2. Prior to opening the animal cages, protective clothing must be worn in the animal preparation room. Protective clothing will be located just inside the animal preparation room.
3. All researchers must follow the SOP concerning the transporting and moving of animals for imaging studies (refer to SOP #4.01).
4. Close the door of the animal preparation room.
5. Spray disinfectant on all the cages that will be transported from the animal facilities (i.e., Stemmler, CRB, Richards).

6. All researchers must disinfect the surgery table prior to placing one of the transported animal cages containing live animals.
7. Cover the surgery table with absorbent pads and tape to avoid any movement of absorbent pads. Turn on the light near the surgery table, prior to removing animals from the cage.
8. Prior to using the MRI facility for imaging studies, all researchers must fully understand their experimental procedures as approved by the Penn-IACUC.

B. Gas tank storage room:

1. When entering this area, a full set of protective clothing is not necessary. When you bring a gas tank to MRI facility, researchers must remove the protective gas tank cap to avoid problems with the machines.
2. This area is not to be used as temporarily storage of transported cages from the Penn animal facility (i.e., Stemmler; CRB, Richards). This area is strictly reserved for gas tank storage. All gas tanks must be secured with tank holders, so they do not fall.

C. MRI facility in the Founders Basement:

1. When entering this area, a full set of protective clothing is not necessary. Be aware of the strong magnetic fields in this area. Researchers should bring non-magnetic materials only.
2. After completion of animal preparation for MRI/ MRS studies, researchers may leave the animal preparation room without taking off their protective clothing.
3. As long as the researchers are performing imaging studies with live animals, researchers must wear protective clothing. However, when the animal is placed in the magnet, researchers must remove their protective clothing to avoid contamination to the consoles, computers and other equipment.
4. Researchers may reenter the animal preparation room without following the written entry procedures of the animal preparation room if they are still wearing protective clothing. On reentry, researchers do not need to wear a new set of protective clothing.
5. **There is one exception in case of overbooking of the animal preparation room at the MRI facility. When the animal preparation room is occupied by other researchers, researchers may use the space near the HUP-C machine for their preparation. However, the researchers must wear a full set of protective clothing during this procedure. Also, researchers must put absorbent pads under their**

cart to catch spills and animal specimens (i.e., blood, urine, droppings).

V. **Directions:**

None

VI. **Safety Considerations:**

**Reminder: drinking, eating and open-toe shoes are not allowed under any circumstances in the presence or absence of live animals in the Founders Basement. Wearing safety glasses is strongly recommended in this area.**

VII. **References:**

- A. Guideline #16 (6/23/99): Penn-IACUC Guideline for Transportation of Laboratory Animals- Philadelphia Campus
- B. Penn-ULAR-SOP #4.21. Transport of Laboratory Rodents-Philadelphia Campus (updated version is available as of July 19, 2005).

VIII. **Attachments:**

None

IX. **Document History:**

<b>Version Number</b>	<b>Effective Date</b>	<b>Author</b>	<b>Reason</b>
1	August 11, 2005	I. Lee	New
2	September 8, 2005	I. Lee	Revised
3	November 10, 2005	I. Lee	Revised