

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

Title: Cleaning and Sanitation Policies and Procedures for Department of Radiology Animal Users

SOP Number: 4.08

Revision Number: 0

Effective Date: November 22, 2011

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Review Date:

Approval: _____
Director Co-Director

I. Purpose: This SOP describes the sanitary measures for maintaining the Small Animal Imaging Facilities.

II. Responsibilities and Scope: All users of SAIF laboratories {Note: users are not necessarily from radiology, users of animals do not necessarily use SAIF labs} are responsible for knowing and adhering to the policies and procedures outlined in this SOP. The principle investigators are responsible for making sure their staff understand and adhere to these policies; the facility manager and/or designee are responsible for implementing these policies; and the Small Animal Imaging Facilities Steering Committee (SAIF) is ultimately responsible for administering these policies.

- A.** Investigators and their staff are responsible for removing all items they brought into the area upon completion of their work and for tidying up all areas used during the study.
- B.** The prep room will be thoroughly cleaned weekly by SAIF staff.
- C.** Instrumentation areas will be thoroughly cleaned every other week by SAIF staff.

III. Materials:

- Clidox
- Paper Towels
- Sharps Container

IV. Procedures:

- A. Cleaning and Sanitation of Prep Room-** Clean up should begin as soon as possible after the animal has been placed in the magnet. However, under no circumstances should an animal be left unattended
 - 1.** All waste should be cleared (including from the floor) and placed in the proper waste container.
 - 2.** If sharps and/or needles were used in the prep room, ensure that these are disposed of in one of the sharps containers provided.

3. All surfaces should be cleared and wiped down with Clidox solution at the end of the procedure. No glassware, instruments, etc. are to be stored on the benches or sink.
4. Unused supplies should be returned to their proper container.
5. All tape should be removed from the bench top.
6. Induction chambers and nose cones should be disinfected after each use.

B. Instrumentation Areas-

1. All waste should be cleared and placed in the proper waste container.
2. Unused supplies should be returned to their proper container.
3. Wipe all surfaces in the coil, animal cradle, and nose cone that come into contact with the animal with Clidox (provided in the animal prep room). Also wipe down any vital signs monitoring probes that came into contact with the animal. Remove all tape and tape residue from all equipment used in the study.
4. Remove the coil from the magnet, and put it back to the proper storage location.

V. Directions:

VI. Safety Considerations:

VII. References:

VIII. Attachments: None

X. Document History:

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1	November 22, 2011	V. Pallett	New