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**1. PURPOSE**

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This Standard Operating Procedure (SOP) describes how to work with live rodents in imaging facilities.

**2. RESPONSIBILITY**

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Imaging facility users, imaging facility manager

**3. MATERIALS**

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- 3.1. Personal protective equipment:
  - 3.1.1. Gown
  - 3.1.2. Mask
  - 3.1.3. Bonnet
  - 3.1.4. Gloves
- 3.2. Disinfectant spray or wipes
- 3.3. Sterile paper
- 3.4. Bench paper
- 3.5. Plastic wrap or Glad® Press'n Seal® wrap

**4. PROCEDURES**

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- 4.1. Access to the imaging facility:
  - 4.1.1. Access will be granted by the animal facility supervisor/manager.
  - 4.1.2. Prior to gaining access users must undergo an orientation session.
- 4.2. Booking the imaging equipment:
  - 4.2.1. Each imager must be booked on its respective calendar.
  - 4.2.2. If any of the imaging equipment is to be used with immunodeficient mice, the entire room must be booked.
- 4.3. Transporting animals to the imaging facility:
  - 4.3.1. Refer to SOP 501 – Animal Transport and Use Outside Animal Facilities
  - 4.3.2. Transport rodents in filter top caging or closed transport containers, such as shipping boxes, to prevent the dispersal of allergens, fomites, and other particles and debris.
- 4.4. Working with the imaging equipment:
  - 4.4.1. Wear the appropriate PPE when handling animals.
  - 4.4.2. Areas adjacent to the imaging equipment must be covered with absorbent bench paper.
  - 4.4.3. All surfaces that may be in direct contact with animals must be disinfected prior to use (inside the machine, anesthetic chambers or masks, counter tops, handles, knobs, keypads, etc.).
  - 4.4.4. Keyboards or other difficult to clean surfaces on the imaging equipment that will be touched during imaging must be covered with plastic wrap or Glad® Press'n Seal® wrap to facilitate disinfection.
  - 4.4.5. The surfaces inside the imaging equipment must be covered with sterile paper.
  - 4.4.6. The imaging equipment must be cleaned between animals.
  - 4.4.7. After procedures have been performed, countertops and equipment must be thoroughly cleaned and disinfected. Remove plastic wrap covering and sterile paper from surfaces.
  - 4.4.8. Log all activities.

- 4.5. Room maintenance:
- 4.5.1. Daily
    - 4.5.1.1. Sweep the floors.
    - 4.5.1.2. Empty garbage containers.
  - 4.5.2. Weekly:
    - 4.5.2.1. Mop floors.
    - 4.5.2.2. Restock supplies.
  - 4.5.3. Monthly:
    - 4.5.3.1. Wipe down all surfaces such as sinks, doors, doorjambes and doorknobs, windows, cart tops, shelves, etc. with the disinfectant solution.
    - 4.5.3.2. Clean room exhaust grills.
  - 4.5.4. Bi-annually:
    - 4.5.4.1. Wash all walls with disinfectant solution.
  - 4.5.5. Log all activities.
- 4.6. Preparation of disinfecting solution:
- 4.6.1. Wear personal protective equipment when preparing and using disinfectant solution.
  - 4.6.2. Dilute according to manufacturer's recommendation.
  - 4.6.3. Clean surfaces prior to disinfection to remove any organic material.
  - 4.6.4. Apply disinfectant and allow for adequate contact time.
- 4.7. Waste Management:
- 4.7.1. Deposit non-regulated or non-infectious medical waste and soiled materials in dumpsters.
  - 4.7.2. Regulated or infectious Medical Waste is processed by the local Waste Management program.

## SOP REVISION HISTORY

DATE	NEW VERSION
2019.11.24	This Standard Operating Procedure (SOP) describes how to work with live rodents in the imaging facilities facility located within the animal facility of the Goodman Cancer Centre.
2019.11.24	3.2. Accelerated hydrogen peroxide disinfectant ( <b>Accel™</b> ) <b>spray or wipes</b>
2019.11.24	3.5. Plastic wrap or <b>Glad® Press'n Seal® wrap</b>
2019.11.24	4.1.1. Access will be granted by the Goodman Cancer Centre animal facility supervisor/ <b>manager</b> .
2019.11.24	4.4.2. All surfaces that may be in direct contact with animals must be disinfected <b>with Accel™ spray</b> prior to use (inside the machine, anesthetic chambers or masks, counter tops, handles, knobs, keypads, etc.).
2019.11.24	4.4.3. Keyboards or other difficult to clean surfaces on the imaging equipment that will be touched during imaging must be covered with plastic wrap or <b>Glad® Press'n Seal® wrap</b> to facilitate disinfection.
2019.11.24	4.5.3.1. Wipe down all surfaces such as sinks, doors, doorjambes and doorknobs, windows, cart tops, shelves, etc. with the <b>Accel™</b> disinfectant solution.
2019.11.24	4.7.2. Regulated or infectious Medical Waste is processed by <b>the local McGill University's</b> Waste Management program.
2023.08.14	<del>3.1.1. Shoe covers</del>
2023.08.14	3.2. <del>Accelerated hydrogen peroxide</del> Disinfectant spray or wipes
2023.08.14	<b>4.3.1. Refer to SOP 501 – Animal Transport and Use Outside Animal Facilities.</b>

2023.08.14	<p>4.3.2. When transporting animals from another animal facility:</p> <p>4.3.2.1. Refer to SOP 501 – Animal Transport and Use Outside Animal Facilities.</p> <p>4.3.2.2. Ensure that all clear cages are covered with an opaque cloth or placed in an opaque bag or container to prevent public viewing.</p> <p>4.3.2.3. Avoid overcrowding cages:</p> <p>4.3.2.3.1. Use the same density requirement as for general housing.</p> <p>4.3.2.3.2. Males from different cages should not be transported in the same transport container or compartment.</p> <p>4.3.2.4. Ensure that the transport cage or container is:</p> <p>4.3.2.4.1. An appropriate size for the animals being transported</p> <p>4.3.2.4.2. Will not cause injury to the animals</p> <p>4.3.2.4.3. Able to contain the animals securely to prevent escape even if the cage is accidentally dropped or tipped over (for example, filter tops should be taped in place)</p> <p>4.3.2.5. Food and a source of water (i.e. Transgel or water bottle) should be provided if animals will remain in the cage for over 4 hours.</p>
2023.09.01	3.1.1. Disposable Gown
2023.09.01	4.4.1. Wear the appropriate PPE when handling animals.
2023.09.01	4.4.7. After procedures have been performed, countertops and equipment must be thoroughly cleaned and disinfected. <b>Remove plastic wrap covering and sterile paper from surfaces.</b>