ANIMAL BSL-2 STANDARD OPERATING PROCEDURES
(FOR EXPERIMENTALLY OR NATURALLY INFECTED VERTEBRATES)

PI Name: _____ IACUC #:_____

Laboratory Location (Bldg & Room No.): _____

Animal Facility Location (Bldg & Room No.): _____

Agent(s): _____

Hazard(s): _____

_____

Animal Species:_____

Date: _____

PI's Signature:_____

NOTE: Your signature indicates verification that your laboratory is in compliance with the following SOPs.

1. Is the microorganism/virus infectious to humans? ☐ Yes ☐ No
   If yes, identify personal protective equipment that must be worn when entering the animal room in the answer to questions 10-17.
2. Can infected/colonized animals transmit the microorganism/virus to other animals? ☐ Yes ☐ No
3. Animals ☐ will/ ☐ will not **(check one)** be housed in filter-topped cages appropriate for the animal species.
4. Will cages be handled and changed in a HEPA-filtered cabinet? ☐ Yes ☐ No ☐ N/A
5. Animals ☐ can/ ☐ can not **(check one)** shed the virus/microorganism for _____days. Therefore, animal bedding/ excreta ☐ does/ ☐ does not need **(check one)** to be considered infectious requiring collection and disposal via incineration.
6. Animal carcasses ☐ are / ☐ do not need **(check one)** to be considered infectious requiring incineration and will be placed in appropriate containers ☐ marked / ☐ not marked **(check one)** for incineration.
7. The following appropriate medical surveillance and immunizations or tests for the agents handled or potentially present in the laboratory or animal facility (e.g. influenza or smallpox vaccine, baseline antibody titers) have been offered to laboratory and appropriate support personnel (if N/A, state so and explain why it is N/A):_____
8. Animal care, laboratory and support personnel have receive(d) appropriate training on their duties, animal husbandry procedures, potential hazards associated with the work involved, manipulations of infectious agents, necessary precautions to prevent hazard or exposures, and hazard/ exposure evaluation procedures. Personnel will receive annual updates, or additional training as necessary for procedural or policy changes. ☐ Yes ☐ No

   Records of all training provided is maintained and a copy has been provided to the EHSO. ☐ Yes ☐ No
9. Access to the laboratory is limited or restricted at the discretion of the PI when work with infectious agents or organisms containing recombinant DNA molecules is in progress. Access to the animal facility is limited to the fewest number of individuals possible. Personnel who are required to enter the room for program or service purposes when work is in progress are advised of the potential hazard. ☐ Yes ☐ No
10. Only persons who have been advised of the potential hazard and meet specific entry requirements may enter the laboratory or animal rooms. Persons who are at increased risk of acquiring infection are not allowed in the laboratory when work with infectious agents is in progress or in the animal room. Entry requirements (e.g. protective equipment, immunizations) for the lab are: _____

    _____

    Entry requirements for the animal room are: _____

    _____.
11. Laboratory coats, gowns, or uniforms are worn while in the animal room and removed before leaving the animal room. ☐ Yes ☐ No
12. Gloves are worn when handling infected animals and when skin contact with infectious materials is unavoidable. ☐ Yes ☐ No

13. Appropriate face/eye and respiratory protection is worn by all personnel entering animal rooms housing nonhuman primates. ☐ Yes ☐ No ☐ N/A

14. Personal protective equipment (PPE) to be worn for other tasks are as follows:

    Task: Infecting Animals PPE: _____

    Task: Cleaning Cages/Handling Waste PPE: _____

    Task: _____ PPE: _____

    Task: _____ PPE: _____

15. All protective equipment is removed after use and prior to leaving the laboratory or animal room. Disposable protective equipment is to be discarded (location) _____.

    Contaminated launderable items are placed _____.

16. Biological safety cabinets, other physical containment devices, and/or personal protective equipment (e.g., respirators, face shields) are used whenever procedures with a potential for creating aerosols or splashes are conducted (such as necropsy of infected animals, harvesting of tissues or fluids from infected animals or eggs, intranasal inoculation of animals, and manipulations of high concentrations or large volumes of infectious materials). Procedures expected to be performed in a BSC include: _____

    _____.

17. When microorganisms must be manipulated outside the BSC, face protection (goggles, mask, face shield or other splatter guards) will be used for anticipated splashes or sprays of infectious or other hazardous materials to the face. Procedures to be performed outside a BSC include:_____

    _____

    _____

    Face protection is available: _____.

18. A sign incorporating the universal biohazard symbol is posted on the access door to the laboratory work area and animal room identifying the biosafety level, occupational health requirements (immunizations, etc.), any personal protective equipment required for entry, any procedures required for entering and exiting, and the name and telephone number of the PI when work is in progress. ☐ Yes ☐ No

19. Spills and accidents which result in overt exposures to infectious materials should be immediately reported to _____ (the laboratory director or other appointed person). Medical evaluation, surveillance, and treatment will be provided as appropriate and written records will be maintained.

    Spills and accidents which result in overt exposures to organisms containing recombinant DNA molecules will be immediately reported to the Institutional Biosafety Committee and NIH/ORDA. ☐ Yes ☐ No

20. The biohazard symbol is used to identify equipment, containers, rooms and materials that contain or are contaminated with viable hazardous agents. ☐ Yes ☐ No

21. Eating, drinking, smoking, handling contact lenses, applying cosmetics and storing food for human consumption are prohibited in the lab and animal room. Food shall be stored outside the work area in cabinets or refrigerators designated for this purpose only located _____.

22. Animals not involved in the work being performed are not permitted in the lab or animal room. ☐ Yes ☐ No

23. Mechanical pipetting devices shall be used; mouth pipetting is prohibited. ☐ Yes ☐ No

24. All procedures are performed carefully to minimize the creation of splashes or aerosols. ☐ Yes ☐ No

25. Plasticware should be substituted for glassware whenever possible. Glass may be used only for: _____

    _____.

26. Broken glassware will not be handled directly by hand. A brush and dustpan is located: _____.

27. Contaminated equipment in the laboratory such as centrifuges are labeled as such or decontaminated prior to servicing or shipping. ☐ Yes ☐ No

28. All equipment existing or taken into the animal room is decontaminated prior to removal from the room by: _____

    _____.

29. Needles and other sharp instruments are restricted for use only when there is no alternative, such as parenteral

injection, phlebotomy, or aspiration of fluids from laboratory animals and diaphragm bottles. Only needle-locking syringes or disposable syringe needle units (i.e., needle is integral to the syringe) are used for injection or aspiration of infectious materials. Syringes which re-sheathe the needle, needle-less systems, and other safe devices are used when appropriate. ☐ Yes ☐ No

30. Used, disposable needles are not bent, sheared, broken, recapped, removed from disposable syringes or otherwise manipulated by hand before disposal. ☐ Yes ☐ No

31. Employees are expected to wash their hands after handling viable materials, organisms containing recombinant DNA molecules and animals; after removing gloves; and before exiting the laboratory, room where infected animals are housed, and the animal facility. Handwashing facilities are located in rooms_____.

32. Sink traps are filled with water and/or disinfectant to prevent the migration of vermin and gasses. ☐ Yes ☐ No

33. Laboratory equipment and work surfaces, including the interior surfaces of BSCs, are decontaminated upon completion of work or at the end of the day and after any spill or splash of viable material with a disinfectant that is effective against the agent of concern. Disinfectant used: _____.

34. All equipment is decontaminated prior to removal from the animal room. ☐ Yes ☐ No

35. All infectious samples are collected, labeled, transported, and processed in a manner that contains and prevents transmission of the agent(s). Cultures, tissues, specimens of body fluids, or contaminated items are placed in a labeled container with a cover that prevents leakage during collection, handling, processing, storage, transport (including transport from inside a BSC to outside the BSC), or shipping. ☐ Yes ☐ No

36. All contaminated wastes from the animal room are to be transported from the animal room in leak-proof, covered containers for appropriate disposal. The outer surface of the containers is disinfected prior to moving the material.

☐ Yes ☐ No ☐ N/A

37. Other biomedical waste is disposed via ☐ autoclaving/ ☐ vendor **(check one)**. If autoclaved, waste containers are placed in a leakproof container and then on a cart for transport to the autoclave located _____.

38. Spore strips are used weekly to ensure proper autoclave function. The person responsible for spore strip use and documentation is_____.

    The documentation is located_____.

39. The animal facility is separated from areas that are open to unrestricted personnel traffic within the building. Access to the facility is limited by secure locked doors. Doors to animal rooms open inward, are self-closing, are kept closed when experimental animals are present, and are not propped open. ☐ Yes ☐ No

40. Floor drains ☐ are/ ☐ are not **(check one)** present. If present, the drain traps are always filled with _____ (an appropriate disinfectant).

41. Exhaust air is discharged to the outside without being recirculated to other rooms, and the direction of airflow in the animal facility is inward (animal rooms should be negative to the hallway). This has been verified by _____

    _____.

42. An autoclave is in the animal facility to decontaminate infectious waste and is located _____.

43. An eyewash is located (in the animal facility) _____.

44. A handwashing sink is located at the exit to the animal room where infected animals are housed, as well as elsewhere in the facility. ☐ Yes ☐ No

45. Location (building and room number) where infection of animals will occur: _____

    If in a location other than the animal facility, identify transport procedures for the infected animals from that location to the animal facility: _____

    _____

    If in the animal room, identify transport procedures for the infectious materials from the lab to the animal room:

    _____