

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

Title: Entry Procedures for the SAIF Animal Preparation Areas

SOP Number: 4.02

Version Number: 3

Effective Date: October 11, 2023

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Approval: Stephen Pickup, Director of SAIF Operations

- I. Purpose:** The purpose of this SOP is to outline the entry procedures for the animal preparation areas 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 areas in the JMB100 Basement and Smilow-1:
 1. Researchers who plan to use the animal preparation room for their animal studies must wear protective clothing. The level of gowning is dictated by the Biosafety Level (BSL1 or BSL2) of the room where the cages are housed. Protective clothing is located just outside the animal housing rooms (SOP 2.01).
 2. Prior to opening the animal cages, protective clothing must be worn in the animal preparation room.
 3. Close the door of the animal preparation room when working with animals.
 4. All researchers must disinfect the surgery table prior to placing one of the transported animal cages containing live animals.

5. 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.
6. After completion of animal preparation for imaging studies, researchers may leave the animal preparation room without taking off their protective clothing.

B. Computer area of JMB100:

1. When entering this area, a full set of protective clothing is not necessary.
2. Gloves worn to prep animals are to be removed before using the computers.
3. No food or drinks are allowed in this area.

C. Entering the SAIF MRI rooms:

1. When entering this area, a full set of protective clothing is not necessary when not handling animals. However, researchers performing imaging studies with live animals must wear protective clothing.

NOTE: Be aware of the strong magnetic fields in this area. Researchers should bring in non-magnetic materials only.

2. Researchers may reenter the animal preparation room while still wearing the same protective clothing. On reentry, researchers do not need to don a new set of protective clothing.

V. Directions:

None

VI. Safety Considerations:

Drinking, eating, and open-toe shoes are not allowed under any circumstances.

VII. References:

- A. SOP 2.01 Personal Protective Equipment (PPE) Policy

VIII. Attachments:

None

IX. Document History:

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