

University of Pennsylvania-Radiology

Small Animal Imaging Facility

Standard Operating Procedure

Title: Cleaning and Sanitation Policies and Procedures for the Small Animal Imaging Facility

SOP Number: 4.10

Version Number: 1

Effective Date: October 12, 2023

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Approval: Katie Zaifert, Director of Regulatory Compliance

- I. Purpose:** This SOP describes the sanitary measures for maintaining cleanliness in the Small Animal Imaging Facilities.
- II. Responsibilities and Scope:** All users of SAIF laboratory areas are responsible for knowing and adhering to the policies and procedures outlined in this SOP. The principal investigators are responsible for making sure their staff understand and adhere to these policies.
- III. Materials:**
 - Clidox
 - Paper Towels
 - Sharps Container
- IV. Procedures:**
 - A. Cleaning and Sanitation of Prep Room**

NOTE: Never place animal cages on the floor.

- 1.** Investigators and their staff are responsible for removing all items they brought into the area upon completion of their work and for cleaning up all areas used during the study.
- 2.** All waste should be cleared (including from the floor) and placed in the proper waste container.
- 3.** If sharps and/or needles were used, ensure that these are disposed of in one of the sharps containers provided.
- 4.** All surfaces should be cleared and wiped down with the Clidox solution provided at the end of the procedure. No glassware, instruments, etc. are to be stored on the benches or sink.
- 5.** Unused supplies must be returned to their proper container.

6. All tape must be removed from the bench top.
7. Induction chambers and nose cones must be cleaned and disinfected after each use.

B. Instrumentation Areas

1. All instruments should be cleaned as outlined in the relevant instrumentation SOP and as instructed during instrument training (SAIF SOPs 4.06, 4.04, 4.08, and 4.09)
2. All waste should be cleared and placed in the proper waste container.
3. Unused supplies must be returned to their proper container.

V. Directions: None

VI. Safety Considerations: Cleaning procedures must be followed as directed by the imaging sub-core training officer.

VII. References:

- A. SOP 4.06 Guideline for the Ultrasound Imaging of Small Animals in the Small Animal Imaging Facility
- B. SOP 4.07 Guideline for the MRI/MRS Animal Studies at the Small Animal Imaging Facility
- C. SOP 4.08 Guideline for the Optical/Bioluminescence Imaging Studies at the Small Animal Imaging Facility
- D. SOP 4.09 Guideline for the Nuclear Imaging of Small Animals

VIII. Attachments: None

IX. Document History:

Version Number	Effective Date	Author	Reason
1	November 22, 2011	V. Pallett	New