

Standard operasjonsprosedyre:

SOP nr: 12-13

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## HANDLING CAGES AND ANIMALS INVOLVING THE USE OF LESS HAZARDOUS SUBSTANCES

### 1.0 PURPOSE

- 1.1 To ensure that KPM personnel are protected against exposure to hazardous substances in the animal room when changing cages during the daily inspection.
- 1.2 To ensure that personnel on the dirty side of the washery are protected against exposure to potentially hazardous substances.

### 2.0 DIVISION OF RESPONSIBILITY

- 2.1 The HSE coordinator is responsible for updating this SOP and for making sure that it is available to KPM personnel and that personal protection equipment is in place before start-up of the experiment.
- 2.2 The HSE coordinator is responsible for providing the room manager with the necessary information on the correct handling of substances before start-up of the experiment.
- 2.3 The room manager is responsible for making information on daily inspections/cage changes easily accessible to staff and for ensuring that the cages are marked in compliance with current regulations.
- 2.4 KPM carries out inspections on a daily basis and changes water bottles when necessary. If appropriate, KPM will change the cages and cages that are to be changed must be clearly marked to that effect.
- 2.5 The main applicant in FOTS is responsible for the experiment. The cages must be marked in accordance with current regulations, the cage cards must show concise information about the experiment ([14-02-requirements-for-starting-an-experiment-at-kpm-and-kpme.pdf \(uio.no\)](#)) and the cage must be labelled with the name of the substance in use and its hazard symbol.
- 2.6 The research group using hazardous substances is responsible for managing the substance, terminating animals and changing cages when necessary. Special food and special water must be handled by the user. The users must fill out a score form (available in a file in the room) when required.
- 2.7 The research group is responsible for the disposal of any hazardous waste generated by the experiment.
- 2.8 In the case of active experiments involving hazardous substances, the research group is responsible for marking the relevant cages with a contact telephone number that is manned 24/7.
- 2.9 The research group is responsible for making sure that at least one person is available who can come at short notice at any time throughout the active phase of the experiment.



3.0 PROCEDURE AND RISK ASSESSMENT

Protective equipment



Lab coat



Two layers of gloves\*



Safety glasses



Fume cupboard



P3 face mask\*\*

\* Inner Kimtech Purple Nitrile gloves (or other suitable gloves) which cover the arms, and outer Nitrile gloves. Replace the inner gloves whenever necessary (for example if the outer gloves tear).

\*\* Another type of face mask may be necessary. Familiarise yourself with the safety data sheet!

Probability	5	1*5	2*5	3*5	4*5	5*5
	4	1*4	2*4	3*4	4*4	5*4
	3	1*3	2*3	3*3	4*3	5*3
	2	1*2	2*2	3*2	4*2	5*2
	1	1*1	2*1	3*1	4*1	5*1
		1	2	3	4	5

Figure 1: Table showing risk assessment levels



- 3.1 An «HSE declaration and risk assessment for animal experiments» ([hse-declaration-and-risk-assessment-for-animal-experiments.pdf \(uio.no\)](#)) must be filled out by the user and HSE guidelines must be followed.
- 3.2 Substances hazardous to health can vary. All animals being used in experiments involving hazardous substances, quarantine periods or food or water containing hazardous substances must be housed in DU-008A (Tox-rom) ([18-01-laboratories-at-kpm.pdf \(uio.no\)](#)).
- 3.3 In the case of substances with a lower level of risk, i.e. those shown to have a yellow to green level in the risk analysis, the animals can be housed in the animal room where the correct personal protection equipment is available. See the risk table, figure 1.
- 3.4 The HSE coordinator informs the room manager and operations coordinator about the experiment and discusses with them plans for daily inspections and cage changes.
- 3.5 When certain substances are being used, daily inspections may deviate from normal schedules ([5-01-daily-inspection-of-animals.pdf \(uio.no\)](#)). The HSE coordinator must inform the room manager, operations coordinator and user of any proposed changes.
- 3.6 The opening of cages containing animals being used in experiments involving hazardous substances must always be carried out on a ventilated bench or LAF bench in order to minimise exposure. When

changing cages, the cages must be marked with a red triangle before sending the dirty cages to the washery.

- 3.7 The HSE coordinator will inform staff if it is necessary to use a different type of disinfectant or cleaning agent on the LAF bench.
- 3.8 When the washery receives the cages marked with a red triangle, these cages must always be handled last on the day in question. P3 face masks and protective glasses must be used, unless instructions to the contrary are given. Alternatively, a full face mask can be worn. The use of a lab coat is recommended and this should be removed after the dirty cages have been emptied. Alternatively, normal clothes may be worn, but these must be changed directly after the work has been completed.

#### 4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)

- 4.1 Everyone must have undergone sufficient training in order to ensure that they have the proper clothing and know how to use protective equipment correctly.
- 4.2 Everyone must have undergone sufficient training to ensure the proper handling of the animals.
- 4.3 Work must be carried out on a ventilated bench or LAF bench in order to minimise exposure to chemicals, allergens and infectious agents and to limit the spread of these to the surroundings.
- 4.4 All those handling chemicals must have undergone sufficient training and have access to the proper protective equipment in order to ensure that the chemicals are used safely.
- 4.5 Everyone must be familiar with the Eco Archive and the safety data sheets for the chemicals to which they may be exposed.

#### 5.0 EQUIPMENT

- 5.1 Lab coat
- 5.2 Protective glasses
- 5.3 Appropriate type of face mask
- 5.4 LAF bench or fume cupboard
- 5.5 Suitable gloves for the task

#### 6.0 HISTORY AND EDITING

- 6.1 Written 21.01.2022
- 6.2

#### 7.0 REFERENCES

- 7.1
- 7.2

