



**Division of Research
Comparative Medicine**

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SOP #	102	Title: Sanitizing in the Vivaria
<p>SCOPE: This SOP is applicable to all Comparative Medicine personnel involved in sanitizing procedures.</p> <p>SOP OWNER: Facility Manager</p> <p>PURPOSE: To outline the procedures, schedule and recordkeeping for sanitizing in the vivaria, laboratory animal transport elevators, transport vehicles and any other area where laboratory animals may be housed or held for short term periods.</p> <p>LOCATION: All Vivaria</p> <p>Approved by: Sylvia Gografe, D.V.M., Ph.D. Director Comparative Medicine</p>		

1. References

- a. The Guide for the Care and Use of Laboratory Animals pgs 15, 24, 34, 42-44, 72, 77-78.
- b. Safety Data Sheets: MB10, Saniplex, and Bleach
- c. SOP112: AccuPoint Use
- d. SOP113: Hycheck Use and Processing
- e. SOP114: Microbiological Monitoring of Facility Sanitation
- f. SOP115: IT Device Sanitation
- g. SOP400: Cage Changing Rodents
- h. SOP 900: Care and Use of Animal Transport Vehicles
- i. SOP 905: IVC Racks Operation and Care
- j. SOP 906: Cage Changing Stations Operation and Care
- k. SOP 907: Bedding Disposal Stations Operation and Care
- l. SOP908: Biosafety Cabinet Operation and Care
- m. SOP909: Foamer Operation and Care
- n. SOP910: Fogger Operation and Care

2. Responsibilities

- a. All Comparative Medicine person are to:
 - i. Adhere to procedures as outlined in this SOP
 - ii. Maintain current training on this SOP.
 - iii. Participate in the SOP change process as needed.
- b. Laboratory Animal Technicians are to:
 - i. Complete sanitation procedures
 - ii. Initial task completion onto the *Daily Checklist* at the sanitation line.
 - iii. Initial task completion on the *Comparative Medicine Weekly Calendar* as required.
- c. Facility Manager
 - i. Adhere to procedures as outlined in this SOP.
 - ii. Ensure procedures are followed as outlined in this SOP.
 - iii. Ensure appropriate training is provided to personnel.
- d. Training Coordinator
 - i. Adhere to and ensure procedures are followed as outlined in this SOP.
 - ii. Schedule appropriate training is provided to personnel.
- e. Director/Veterinarian
 - i. Adhere to procedure as outlined in this SOP.
 - ii. Ensure appropriate training is provided to particular personnel and necessary resources are available.

3. General

- a. Reducing bacteria, viruses or other pathogens in the vivaria is critical to a good Biosecurity program. Regular sanitation of animal housing areas reduces risk of animal contamination. Some high use or high traffic areas may require more frequent sanitation. In the event of an animal health contamination, additional sanitation may occur.
- b. Sanitizing can best be achieved when surfaces are first cleaned of general gross debris. Cleaning prior to sanitation improves quality assurance testing of sanitized areas.

4. Safety

- a. Appropriate PPE as required for the particular area has to be worn and universal precautions followed when completing sanitizing tasks.
- b. Personnel must wear standard PPE (disposable gown, gloves, laboratory coat, and hair bonnet) and any additional PPE as described in Safety Data Sheets (SDS).
- c. When an area is being sanitized using spray or fogger application of chemicals, a sign must be posted notifying personnel of chemical use.
- d. Chemicals can inflict injury if handled improperly. Use caution and proper handling techniques to prevent injury. See manufacturer SDS.
- e. In the event of a chemical injury or exposure, notify Facility Manager immediately and complete injury report.

5. Procedure

- a. Daily tasks will occur at least once per day during weekdays and more often as needed.

- i. Clean smudges, fingerprints and any matter from animal housing room doors, windows, and walls.
 - ii. Sanitize cage changing station work trays and surface to keep surfaces free of stains, fingerprints, and any particulate matter.
 - iii. Empty garbage cans as necessary.
 - iv. Sweep up any debris on the floor.
 - v. Sponge-mop with sanitizing solution and squeegee off all TechTrak mats.
 - vi. Place all scrubs in the laundry basket after each use and wash during the week as needed
- b. Weekly tasks will occur at least once per week and more often as needed.
 - i. Wipe conventional racks down weekly with disinfectant upon regular cage changes (see *SOP400 Cage Changing Rodents*).
 - ii. Disassemble and sanitize the work surfaces of the cage changing station after regular conventional cage changing. Clean cage changing stations in rooms with Individually Ventilated Caging (IVC) at least once per week.
 - iii. Clean and then sanitize all sinks, doors, backdraft tables, snorkels, and other equipment.
 - iv. Sweep and mop all floors and anti-fatigue mats with approved disinfectant.
 - v. Clean dustpans and then wash with approved disinfectant or send through cage washer as needed.
 - vi. Wipe all surfaces in the surgery suite and procedure rooms with approved disinfectant.
 - vii. Wash all reusable lab coats and dispose of all disposable lab coats.
 - viii. Empty all trash cans at least once per week.
 - ix. Check cleanliness of elevators and inform FM if not satisfactory (see also item e).
- c. Monthly tasks will occur at least once per month and more often as needed.
 - i. Wipe lateral surfaces throughout Vivaria that are prone to gathering dust (such as cabinet and shelf tops, autowater lines, wall-mounted equipment, wall guard rails, etc.)
 - ii. Replace or wash (if applicable) all IVC rack pre-filters. Initial and date the hangtag at every check.
 - iii. Check all dump station and cage changing station pre-filters. Discard and replace if soiled. Initial and date the hangtag at every check.
 - iv. Sanitize all trash cans and lids with approved disinfectant or by processing them through the rack washer. Some plastic trash containers are not suitable for extended high heat temperatures and may permanently warp.
 - v. Process stainless steel work trays from cage changing stations through the rack washer or with approved disinfectant.
 - vi. Sanitize all cleaning utensils (brooms, mops, dustpans, brushes, etc.) with an approved disinfectant or by running through the cagewasher (if applicable).
 - vii. Empty, clean of debris and process all feed containers through the cagewasher.
 - viii. Process anti-fatigue mats through the cagewasher.

- ix. Sanitize designated areas of the animal transport vehicle (see *SOP 900: Care and Use of Animal Transport Vehicles*)
 - x. Check IVC exhaust plenums every month for excessive dust. IVC racks will be sanitized if one or more of the following conditions are met:
 - 1. The AV or FM determine it is necessary.
 - 2. Exhaust plenums are dusty.
 - 3. The colony size is low, and the cages can easily be moved to a shelf while the rack is getting sanitized.
 - 4. A rack is emptied and stored or moved to another room.
 - 5. An empty rack in storage is getting put back into circulation.
 - 6. See SOP 905 for more detailed information
 - d. Irregular Cleaning or Sanitizing tasks are:
 - i. Polish stainless steel surfaces as needed (check with labs who are doing behavioral testing prior to polishing).
 - ii. Change disinfectant spray bottles as required by the manufacturer (e.g. Clidox every 14 days, MB-10 every 7 days).
 - iii. Place all carts in the cagewasher for sanitation or wash with approved disinfectant prior to use.
 - iv. Change the filters in the cage changing station at least once every six months.
 - v. Wash cloth covers for clean cage shelving at least every six months.
 - vi. Foam all walls, floors, and ceilings whenever a room is empty prior to reoccupation or when sanitation outcome is insufficient as indicated by ATP and/or microbiological culture results exceeding set forth limits (see the *Comparative Medicine Weekly Schedule* and *SOP909: Foamer Operation and Care* for foaming instructions, refer to SOPs 112, 113 and 114).
 - vii. Empty and sanitize all bedding containers in the cagewasher at least once every three months.
 - e. Elevators
 - i. Elevators are cleaned by the janitorial company GCA as contracted by FAU.
 - 1. Walls, ceilings, handrails, and the inside doors are wiped down daily with NABC disinfectant. The floors are mopped with the disinfectant.
 - 2. The exteriors of the elevator are wiped down with NABC nightly and 2-3 times per day.
- 6. Record Keeping**
- a. Complete the *Daily Check Sheet* as necessary.
 - b. Initial the *Comparative Medicine Weekly Schedule* at the required task completed.
 - c. Initial the hangtags for the appropriate sanitation of equipment (IVC rack, cage changing station, dump station).
 - d. Label all food and bedding bin hangtags with sanitation date.

Review Date	Revision Date	Revision Number	Description of Revision
3/27/2017	3/27/2017	FAUSOP 102.2	Addition of elevator, sanitation of entire room(s), IVC cleanliness checks