

 <p>University of Michigan Medical School Department of Radiology</p>	<p>Michigan Small Animal Imaging Resource <i>In Vivo</i> Cellular and Molecular Imaging Center Department of Radiology University of Michigan</p>	<p>Standard Operating Procedure</p>
<p>Title: Procedure for Rodents Entering the Center for Molecular Imaging (CMI) area of North Campus Research Complex (NCRC) for Bioluminescent or Fluorescent Imaging</p>		
	<p>Author: Amanda Fair</p>	
<p>Date: August 22, 2014</p>	<p>Version: 3</p>	<p>Page: 1 of 3</p>

A. PURPOSE: It is sometimes essential to transport animals within or between campus buildings in order to facilitate viable research. To provide for the integrity and well-being of the animals being transported into the imaging facility, a system has been devised that will facilitate the research while minimizing the risk of spreading a contaminant. It is critical that research personnel follow the procedures described in the *Guide for the Care and Use of Laboratory Animals* regarding the transportation of animals in order to reduce any undue stress and risk of zoonoses to and from the animals. The following Standard Operating Procedure (SOP) outlines the steps required to maintain a sanitary imaging environment for the research animals.

B. PROCEDURES: Please follow all procedures in place regarding the proper sanitation of carts and wheels and the proper transport of animals. You can visit <http://www.ulam.umich.edu/sops/AnimalTransport.pdf> if you have any questions on these procedures. Should it become necessary to image animals harboring chemical hazards please contact Amanda Fair at awelton@umich.edu for further information. Please refer to the SOP “Procedure for Imaging Rodents Harboring Biological or Chemical Hazards at NCRC CMI” for information regarding the use of hazardous animals in the CMI. The following guidelines have been devised to ensure the likelihood of a zoonotic pathogen being transferred between animals is minimized.

NOTE: ONCE ANIMALS HAVE BEEN IMAGED IN THE CMI THEY CANNOT RETURN TO THEIR ORIGINAL HOUSING LOCATION. HAZARDOUS ANIMALS MUST BE HOUSED IN BUILDING 26 ROOM G13S AND NONHAZARDOUS ANIMALS MUST BE HOUSED IN BUILDING 26 ROOM G13N.

Only in very rare cases will exceptions to this be allowed, following ULAM veterinarian approval. Please contact Amanda Fair at awelton@umich.edu for further information.

Title: Procedure for Rodents Entering the Center for Molecular Imaging (CMI) area of Biomedical Science Research Building (BSRB) for Bioluminescent or Fluorescent Imaging		
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Date: August 22, 2014	Version: 3	Page: 2 of 3

1. When animals come to the CMI facility for the first time they must be placed into clean caging prior to coming to NCRC CMI.
2. All personnel entering the imaging area are required to enter through the NCRC building 26 south entrance, G008. PPE will be located adjacent to the imaging room, read the posted sign for instructions on which PPE is required in each room.
3. Upon entering the CMI facility place the carts outside of the imaging room. The animals in the clean boxes should be brought into the imaging room and placed on the bench adjacent to the imaging system.
4. If imaging animals already housed within the CMI animal housing rooms please use the provided cart for transport. This cart is kept in the hallway to assist in the transfer of cages from the animal rooms to the imaging rooms. Please note that the transfer cart cannot enter either type of room.
5. Prior to imaging users are responsible for wiping down all induction boxes, preparation benches and the inside of the imaging chamber with provided Virex solution to minimize contamination risk to your animals.
6. The IVIS Spectrum chamber should include a non-disposable plastic mat and that mat should be lined with a heavyweight, black stock paper (which we will provide) prior to placing the animals inside.
7. Please maintain MI technique as much as possible. Spray gloves and clean equipment with provided Virex solution in between animal cages to reduce the possibility of cross contamination.
8. After imaging is completed, the black paper should be disposed of and all areas that have come into contact with animals should be sprayed generously with disinfectant and allowed to sit for 10 minutes before wiping the areas clean. Please make sure that no animal wastes are present in the boxes.

Title: Procedure for Rodents Entering the Center for Molecular Imaging (CMI) area of Biomedical Science Research Building (BSRB) for Bioluminescent or Fluorescent Imaging		
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Date: August 22, 2014	Version: 3	Page: 3 of 3

9. Discard of all PPE prior to leaving the imaging area.
10. Dirty caging should be taken to the ULAM dirty side cage wash. **DIRTY CAGING SHOULD NEVER BE LEFT IN THE IMAGING ROOM OR IN ANY PROCEDURE SPACE.**
11. All sharp objects such as scalpel blades, hypodermic needles, Pasteur pipettes and, contaminated broken glass etc. must always be disposed of in the approved "sharps bins". **USED NEEDLES MUST NOT BE RECAPPED AFTER USE.** The needle syringe assembly should be placed promptly in a sharps bin for disposal. Do not leave uncapped needles or sharps on surfaces. Please refer to the OSEH website and the "Guidance on the Use of Sharps" http://www.oseh.umich.edu/sharps_guide.html for further information.

NOTE: Please contact ULAM if you have any questions regarding the transportation of animals or if you would like to set up an animal transfer from one area of campus to another.