

**Animal Facility SOP 31.2**  
**General Cleaning Procedures**

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**Maintenance and Sanitation Procedures**

**A. General Cleaning**

1. Mop buckets - After each use, buckets are to be washed out with a mixture of hot water and a disinfectant/detergent, and then rinsed with hot water. Once a week the mop buckets and ringers are sanitized by hand with bleach or equivalent disinfectant, and rinsed with hot water. Dirty mop heads are required to be kept in room 116D in the dirty mop bucket. Mop buckets are sanitized once a month by running them through the cage washer.

2. Mops – Mop heads are changed out once a month from each room and sanitized by using the standard settings on the washing machine and dried using the vivarium dryer in room 115 B, the vivarium wash room.

3. Brooms and Dustpans – In order to prevent contamination, each room must have its own designated cleaning utensils. Each cleaning utensil is sprayed with disinfectant once a week.

4. Work Clothing and Shoes – All permanent animal facility staff are required to wear scrubs while working in the facility. All other staff members and visiting personnel will wear either washable or disposable lab coats that are either disposed of or laundered weekly using the onsite laundry facility in room 115 B. Prior to leaving the building, all personnel are required to discard all PPE both washable and disposable in the designated receptacles. Permanent personnel must have designated shoes specific for work within the vivarium. All personnel working in the vivarium cage wash area must have either composite or steel toe work shoes or boots preferably made with water proof material.

5. Hallways and lab rooms are swept and mopped once a week using a laboratory grade sanitizing detergent.

5. Bedding – No bedding is to be accepted in bags that are or have been wet, broken or torn. Sawdust and cedar chips are unacceptable as bedding for the animals and will not be used.

6. Feed – Upon arrival, all bags of feed are to be inspected immediately for milling dates. These dates must be within 30 days of delivery. The feed must be used within the time-frame specified below:

Rat/Mouse– Must be used within 180 days of the milling date. Feed in bags, which are or have been wet, broken or torn cannot be accepted or used. After inspection, feed will be distributed in white food bins in animal housing rooms. Unused feed bags will be placed in food storage room 116S. Feed containers will be sanitized when empty or when the lot number changes.

7. Soiled bedding removal – All soiled cages and cage pans are to be removed from the animal housing rooms and transferred to the dirty side of the cage washing area. The bedding is to be removed (scraped and dumped) and the cages and pans are to be sanitized in the cage washer. Cages are rinsed prior to being placed in the cage washer. Soiled bedding is removed using the dumping station, placed in a black bag and is taken out and disposed of in the loading dock dumpster. All animals will be changed at least once weekly or more often as required.

## **B. Area-Specific Cleaning Procedures**

Cleaning and disinfection records are kept for all rooms in the animal room notebook and room 116 D log sheet (116A-116Z, with the exception of 116R, 116Q, 116L, and 116P).

**1. Storage areas, closets and shelves.** Once a week or more if needed. All items on the shelves will be checked and kept neatly folded and in an orderly manner. Disinfection of cabinets and sinks will be done with disinfectants.

All animal rooms will be disinfected with PreEmpt cleaner (0.5 gal:4 gal)(accelerated hydrogen peroxide) once a month or any other type of laboratory grade disinfectant cleaner will be used.

- Plastic bags are to be kept neatly folded.
- Disposable materials are to be kept in transparent containers with lids
- Scour sinks once a week or as needed.
- All room floors are swept and mopped once a week and for every animal cage change. The dirty and clean side of the cage wash area will be mopped daily.

## **2. Dead Animal Freezers and Disposal:**

- Keep freezers clean inside and out at all times and are defrosted as needed.
- Animal carcasses and tissues are placed in sealed, leak-proof plastic bags which are located in the 116 D. Each carcass should be bagged and placed in the freezer by either the Principal Investigator (PI), their staff, or animal facility staff and kept in the freezer until an approximate weight of 22 pounds is met. Carcasses are then placed in a red biohazard waste bag by the animal facility staff, and then placed in a biohazard box with the weight of the boxes not to exceed 50 pounds. These are picked up monthly by Triumvirate Environmental Solutions or by special request.

## **3. Hallways:**

- Sweep floors and mop every day or more frequently as needed with a detergent disinfectant solution.

- Walls, vents and ceilings are disinfected every six months using a mop, the nebulizer sprayer and long handled scrub brush. Dirty water from the mop bucket is discarded by dumping it in the sink in 116D then rinsing mop bucket, scrub brush and mop with disinfectant water before placing mop head into dirty items container to be washed.
- Accessories mounted on the walls will be dusted once a week and disinfected with PreEmpt spray as needed.

#### **4. Bedding and Gravel**

- Bedding
  - Soiled bedding is disposed of in the bedding dispenser in room 116D and is placed in the waste disposal container outside the loading dock after every cage change.
  - Bedding contaminated with biohazards or chemical hazards will be placed in a biohazard bag and sealed in a cardboard biohazard box for pick up and disposal by Triumvirate. These actions (placing hazardous trash in the cardboard box and box taken by Triumvirate) must be recorded on the Vivarium cleaning log in 116D.
  - Facility staff can request for hazardous bedding to be collected by contacting Safety - Laura.Odonnell@morgan.edu
- Gravel
  - Gravel from crayfish tanks will be rinsed 3 times with hot tap water with a 10% bleach solution every week and the gravel will be autoclaved once a week and reused.
  - \*When using autoclave, facility staff will fill out the autoclave use chart (see appendix A).

#### **5. Disinfection of Animal Transport Cartons**

- Animals are delivered to the receiving area by the vendor and are received by vivarium personnel only. Each box is placed on a sanitized cart and covered with a clean sheet before entering the elevator. The boxes are then sprayed with disinfectant before entry into the vivarium and are then taken into the animal room where the animals will be housed. The cartons are then opened and the animals are unboxed under a BSL2 laminar flow hood or biosafety cabinet. Cartons will be thoroughly checked before disposal to ensure all animals are removed. The empty cartons are then transported to the loading dock area and disposed of in the dumpster.

#### **6. Autoclave Use**

- The autoclave log must be filled out with every use.
- Always check that the water level is appropriate before use.
- Ensure indicator tape is present and turns color after autoclaving
- If preparing a surgery pack, use of an indicator placed in the middle of one pack per load will be done to assure steam penetration for all surgical instruments.
- All results will be placed in the log book for each load.

#### **7. Bathroom**

- The bathroom in the BSSC Vivarium will be cleaned weekly by the vivarium staff.

- There is a hook placed outside of the bathroom door and staff are required to remove all PPE (i.e lab coats and gloves) before entering the bathroom except shoe covers and masks which must be worn at all times until further notice.
- All personnel must thoroughly wash hands before returning to work in the Vivarium and before donning PPE once again.

### **Autoclave Use Checklist**

<https://docs.google.com/document/d/12Oah1YhppDzJyynL-HgRN6WTw3LxWBf4hRaMhGTvjgg/edit?usp=sharing>