

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 024.5

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Page 1 of 3

TITLE: Use of In-Date Medical and Research Supplies in Animal Care and Use
SCOPE: All Animal Program Personnel
RESPONSIBILITY: Facility Manager, All Animal Program Personnel and Research Personnel
PURPOSE: To Ensure Only In-Date Supplies and Materials Are Used In Animal Care and Use

I. PURPOSE

1. To ensure that only in-date supplies and materials, included but not limited to: reagents, solutions, biological products, animal diets, pharmaceutical agents, sterilized items, and medical supplies in first aid kits and eyewash stations are used before their expiration dates and are promptly and appropriately disposed of when their expiration date are reached.

II. RESPONSIBILITY

1. It is the responsibility of each Facility Manager to ensure that procedural areas, refrigerators, and storage areas are routinely inspected for expired supplies.
2. All program staff contributes to the detection and disposal of expired supplies.

III. PROCEDURES

1. **All reagents**, solutions, biological products, animal diets, and pharmaceutical agents kept within the animal facility **must be appropriately labeled** (See **SOP #011**) with the following information:
 - a. Contents
 - b. Concentration (if applicable)
 - c. Specific storage requirements (if applicable)
 - d. Specific health concerns (if applicable)
 - e. Expiration date
 - f. When date of expiration cannot be determined the date the substance was prepared, collected, opened, or removed from original container
2. In addition to the above labeling requirements, all reagents, solutions, biological products, animal diets and pharmaceutical agents belonging to the **research staff** and kept within the animal facility **must include**:
 - a. P.I. Name
 - b. IACUC Protocol #

3. Reagents, animal diets, biological samples, supplies, or containers not properly labeled will be considered the property of Comparative Medicine and may be utilized or disposed of at the discretion of the Facility Manager.
 - a. Outdated reagents, solutions, and diets, shall not be used.
 - b. Reagents and supplies without labels or containing illegible labels shall not be used.
 - c. Reagents and supplies that appear to be deteriorated shall not be used.
4. Sterile isotonic fluids in multi-dose containers (e.g., sterile saline, Lactated Ringer's Solution) must be dated when opened/punctured and will be considered **expired 28 days after the date opened**.
5. Solutions prepared in sterile multi-dose containers (e.g., carprofen, Baytril, ketoprofen, Ketamine/Xylazine) must be dated when opened/punctured/prepared and will be considered expired 28 days after the date opened.
6. **Sterilized supplies must be labeled** with date autoclaved/processed. Date of expiration is determined using the following criteria:
 - a. Sterile packs/items should be stored in clean, dry enclosed cabinets and drawers free from moisture and dust.
 - b. Sterile packs prepared by research or technical staff, when stored in enclosed cabinets/drawers in a dust-free, insect-free, and well-ventilated area, can be considered sterile for **1 year** providing the packaging remains dry and intact.
 - c. Sterile packs prepared by research or technical staff stored on open shelves have a reduced safe shelf life of **1 month** providing the packaging remains dry and intact.
 - d. The manufacturer generally stamps commercially prepared sterilized packs with an expiration date.
 - e. A shelf life of **3 years** is suggested for commercially prepared packs without an expiration date, providing the pack is stored in an enclosed cabinet/drawer, remains dry, and packaging is intact. **Label with date of receipt.**
 - f. The quality of the packaging material, storage and transport conditions, and the amount of handling all contribute to maintaining sterility of the package and its contents.
 - g. Any package that is wet, torn, dropped on the floor, damaged in any way, or past its date of expiration will not be used. When such events occur, the contents should be removed, repackaged, and re-sterilized.
7. Procedural areas, refrigerators, storage areas, first aid kits, and eyewash stations will be routinely **inspected at a minimum of once a week** by the animal care staff for improperly labeled or expired supplies.
 - a. Facility Managers are responsible for assigning animal care staff to attend to these specific duties.
 - b. Any expired or improperly labeled supplies will be brought to the Facility Manager's attention prior to their disposal.

8. Signs will be posted in procedural areas informing research and technical staff of this policy.

IV. Use of Expired Materials

1. Expired analgesics, sedatives, anesthetics, and euthanasia solutions may not be used.
2. Medical supplies or materials (i.e., other than those listed in item #1, above) may be used only in acute terminal procedures while the animal is surgically anesthetized and then euthanized at the completion of study while remaining anesthetized if such use does not adversely affect the animal's well-being or compromise the validity of the scientific study.
3. Expired medical supplies or materials must be stored in a designated area separate from in-date supplies.
4. Expired medical supplies or materials must be labeled "**Expired Medical Supplies – Nonsurvival Use Only.**"
5. Expired medical supplies or materials are disposed of in accordance with institutional policies.
6. Expired medical supplies or materials must not be used for GLP studies.

Approved:

Date: