

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1008.12

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TITLE: Use of Personal Protective Equipment
SCOPE: Animal Care Personnel
RESPONSIBILITY: Facility Manager and Technical Staff
PURPOSE: To Outline the Proper Procedures for Use of Personal Protective Equipment

I. PURPOSE

1. The Division and the University must provide a safe work environment to its staff. To this end the Federal Occupational Safety and Health Administration (OSHA) has developed personal protective equipment (PPE) requirements that the Division follows. This includes assessing potential hazards, developing safety equipment guidelines, providing PPE, training staff in the proper use of PPE, and replacing it when worn out. This standard operating procedure outlines PPE requirements developed by the Division.

II. RESPONSIBILITY

1. The Division must provide a safe work environment. Each employee must understand the hazards involved in the workplace and adhere to the developed safety policies. The entire staff should work together to seek improvements and keep up with new safety developments.
2. The Facility Manager is responsible for ensuring PPE is available, in good condition, and staff is trained on its proper use.

III. PROCEDURES

1. **Uniforms.**
 - a. **Each Division employee must wear a clean uniform each day.**
 - b. Uniforms are required for anyone whose major responsibilities include changing cages and/or handling animals. Uniforms are provided by the Division.
 - c. Uniforms are required for anyone whose clothes will become soiled, wet, etc. in the course of his or her duties.
 - d. Staff should only wear the scrub uniform purchased by the Division.
 - e. In general, **uniform clothing of animal care personnel is confined to the facility or a facility area.** Uniforms are allowed outside the animal facility on a limited basis, at the discretion of the Facility Manager (e.g., going to a local administrative office, taking the trash out, receiving animals, supplies, feed or bedding, or to provide oversight to animals housed or used at IACUC approved locations). Animal care staff must change into street clothes

whenever leaving the immediate vicinity of an animal facility or satellite location(e.g., when traveling to a cafeteria).

- f. Uniforms should not be taken home or worn outside the facility if you've worked in a primate or biohazard area, or if soiled.
- g. Uniforms must be worn on weekends.

2. **When handling animals**

- a. Gown, gloves and Tyvek sleeves must be worn a when changing cages or handling any animal.
- b. A disposable laboratory coat is required to be worn over street clothes whenever entering an animal room or whenever animals are handled.
- c. Specific PPE must be worn when handling nonhuman primates (NHP), when working in a NHP room, or when working around NHPs (e.g., cagewash personnel working with NHP caging). For specific PPE requirements refer to ***SOP #603, Protective Clothing When Working With Nonhuman Primates.***

3. **When working in common procedural areas**

- a. In addition to the disposable gown and shoe covers donned upon entrance to the facility or when handling animals or caging, a bouffant and surgical mask that covers the nose are required to enter a common procedural area.
- b. Upon entering the procedural area push your thumb through the sleeve of the gown and put on a pair of gloves ensuring the cuffs overlap the gown, and don Tyvek sleeves.
- c. If working with immunodeficient mice put on an additional pair of gloves ensuring gloves overlap sleeves and no skin is exposed.
- d. Gloved hands are then disinfected by saturate spraying with Oxivir Tb

4. **When working in a cagewash area and when washing/spraying animal pens**

- a. Gloves must be worn and a NIOSH approved disposable particulate N95 respirator is recommended and available for use when working in the dirty side of cagewash area. (**Note** – the Occupational Health & Safety Program includes medical evaluations and respirator fit testing for all staff as part of the Respiratory Protection Program).
- b. Face protection is recommended when power washing and/or spraying caging in cagewash areas or within animal rooms.
- c. Gloves, and eye protection (e.g., goggles or face shield) are required when connecting detergent or chemical barrels, or filling spray bottles with undiluted detergent and/or disinfectant, or when working with undiluted chemicals (e.g., acid scale remover).
- d. Heat resistant gloves are recommended when removing hot items from cage wash.
- e. Hearing protection must be worn when cagewash equipment is running.

5. **When using concentrated or corrosive chemicals**

- a. **Gloves and eye protection must be worn** when dispensing, mixing, or using concentrated or corrosive chemicals.
- b. To provide sufficient egress, doors must be propped open in chemical storage areas when dispensing, mixing or using concentrated or corrosive chemicals.

6. **When removing hot materials/equipment from a sterilizer**
 - a. **Heat resistant gloves must be worn** when handling hot materials and/or equipment.

7. **When handling biohazard bags**
 - a. Gloves must be worn when handling biohazard bags.
 - b. Gloves are removed immediately after handling biohazard bags, and before handling anything else (e.g., moving biohazard/trash cart). Gloves are re-donned before disposing of the biohazard bag in the red trash bins.

8. **Foot protection.**
 - a. **Work shoes dedicated to use in a specific facility**, or area of a facility, are required for those with significant animal contact.
 - b. Comparative Medicine will reimburse each full-time employee for the cost of 2 pairs of shoes not to exceed \$150/pr. Shoes must remain at work and must be replaced as needed but not more frequently than every six months.
 - c. Steel-toe shoes are highly recommended for those moving cage racks or working with large cages.
 - d. Slip/water resistant rubber soled shoes or water resistant shoe covers are recommended for working in cagewash and wet animal rooms.

9. **Eye protection.**
 - a. Eye protection (e.g., safety glasses, goggles, or face shields) **must be worn when working with concentrated chemicals, corrosive materials, or agents** that could contact the eye via accidental splash or spray when not working in a fume hood or Biological Safety Cabinet.
 - b. Eye protection must be worn when performing procedures that could result in frog tank water coming in contact with the eyes.
 - c. All staff must **be familiar with the location of eye wash bottles and eye wash stations** strategically located throughout facilities.
 - d. Eye wash stations shall be flushed weekly and the name and date of the individual recorded on the card attached to the station.

10. **Hearing Protection**
 - a. All personnel are offered the opportunity to participate in the **Hearing Conservation Program**. Participation by personnel assigned to or working in designated hazardous noise areas (e.g., clean or dirty-side cagewash area) is encouraged.
 - b. Personnel are required to wear their choice of a suitable ear protection device (i.e., ear plugs and/or earmuffs) when their duties require them to be in the cagewash area when cagewash equipment is operating.
 - c. Hearing protection use is also recommended whenever duties require working in areas of excessive noise.

IV. SAFETY CONSIDERATIONS

1. Proper use of personal protective equipment can reduce on-the-job injuries.

Approved:

Date: