



THE UNIVERSITY  
OF ADELAIDE  
AUSTRALIA

LABORATORY ANIMAL SERVICES  
MEDICAL SCHOOL ANIMAL HOUSE  
STANDARD OPERATING PROCEDURE

## **CLEANING, MAINTENANCE AND** **MONITORING OF ROOM 654** ***Post Mortem (PM) Room***

**SOP No:** MSAH #32

**Prepared by:** Pacita Wissell

**Version:** D

**Reviewed:** 20/5/10

**Authorised By:** Andrew Bartlett, Manager

**Signed:**

A handwritten signature in black ink, appearing to read "AB".

### **1. \*\*Most Important\*\***

- 1.1 The PM Room must be booked before use, using the "Calcium" online electronic booking system: [http://www.adelaide.edu.au/animal\\_services/](http://www.adelaide.edu.au/animal_services/) then click on "Booking calendar" An Induction and password to this system can be arranged through Faye Gardner ext35340
- 1.2 There is no fee for the use of the PM room.
- 1.3 Cancellations must be notified within 24 hours, penalties may be incurred.
- 1.4 The PM room is not to be used as an animal feed preparation area.
- 1.5 Eating and drinking is prohibited.
- 1.6 Personnel conducting post-mortems must comply with Australian/New Zealand Standard (Safety in Laboratories) No. 2243.3:2002 Section 10.3 "Dissection and Post Mortem Examinations"
- 1.7 All persons must adhere to the "Australian code of practice for the care and use of animals for scientific purposes – 7<sup>th</sup> Edition 2004"
- 1.8 LAS provides protective eye goggles (2 pairs) and ensures gowns are available, all other protective clothing/equipment is the responsibility of users.
- 1.9 LAS provides cleaning equipment for the exclusive use of the PM room:
  - Mop and Bucket

- Turn regulator tap on to start flow of CO<sub>2</sub>
- Fill up empty chamber with CO<sub>2</sub> first
- Place animals into chamber leaving CO<sub>2</sub> running for a minute
- Turn off cylinder, then regulator tap and releasing pressure
- If animals take a while to go down, top up chamber with CO<sub>2</sub> gradually until they are euthanased properly.

## 5. LAS Staff

5.1 LAS staff will undertake a complete and thorough cleaning of the PM room (once per week), this will involve:

- All surfaces cleared of equipment, dusted and disinfected
- Hand soap/paper towel supplies replenished
- Benches/tables/sinks wiped with disinfectant/alcohol
- Consumables/equipment supplied are checked and replenished
- Equipment/supplies are placed in the appropriate location (all departmental equipment must be approved for storage in the PM room).

## 6. Occupational Health, Safety and Welfare

- 6.1 All staff and researchers are to adhere to safe work practices, **failure to do so will result in disciplinary action**
- 6.2 Hypodermic syringes are to be disposed off immediately following use, in an approved sharps container. Under no circumstances are they to be re-sheathed unless a re-sheathing devise is used whereby the procedure is executed with one hand, eliminating any possibility of a needle stick injury.
- 6.3 First Aid Kit is located inside conventional facility entrance and office Rm 641S (First Aid officer is Faye Gardner ext 35340)
- 6.4 Any OH&S accidents or incidents are to be reported immediately to the Facility Coordinator or First Aid Officer (Faye Gardner)

## 7. Monitoring

7.1 All animals are to be monitored for health disorders and changes in food and water intake or waste output. Any abnormalities at PM or surgery are to be reported to the Facility Coordinator, Animal Welfare Officer and Researcher.