

Instructions for Completing the OLAR Center for Comparative Medicine

HAZARDOUS MATERIALS SOP

Once you receive IACUC approval to use hazardous materials, in conjunction with your animal research, you will need to develop your Hazardous Materials Standard Operating Procedure (SOP).

1. Standard Operating Procedure (SOP) templates have been developed collaboratively between OLAR and the Dept. of Environmental Health and safety for use of hazardous materials, PPE, and appropriate waste segregation and disposal for work with hazardous materials in the vivaria. Blank formatted SOPs can be found on the web at:

<http://www.ucdenver.edu/academics/research/AboutUs/health-safety/forms/Pages/Forms.aspx>

2. Use the information provided by the MSDS or product insert or equivalent information from the manufacturer or supplier, and the information found within your approved protocol on the Granite Topaz Database, to populate the blank sections in the appropriate hazard SOP.

The body of the approved IACUC protocol will show the hazard category selected, dosing regimen, route of administration and other specifics.

3. If using a human or zoonotic pathogen, consult with the Biosafety Office (ucdenver.edu/ehs) or the [NIH Guidelines, Appendix B](#), for appropriate Risk Group.

4. If using a chemical compound or pharmaceutical, you should refer to the Material Safety Data Sheet or product insert from the vendor or supplier providing the materials. Additional information on hazardous drugs is available from the CDC-NIOSH and University EHS (ucdenver.edu/ehs).

5. If using a radioactive material, consult with the Radiation Safety Office (ucdenver.edu/ehs) for the appropriate SOP information.

6. All questions regarding the need for Personal Protective Equipment (PPE) to include respiratory protection, chemical resistant gloves, etc. should be addressed with the EHS manager for Occupational Safety/Industrial Hygiene (ucdenver.edu/ehs).

7. All questions or concerns regarding occupational exposures / medical surveillance should be addressed with the Occupational Health Program (ucdenver.edu/ehs).

8. Once the hazardous material SOP is complete, email it to your respective Facility Manager.

9. The Facility Manager will review and send the SOP to Environmental Health and Safety (EHS) Office for final review and approval.

10. Once the SOP is approved, the Researcher will be contacted via email with the approved SOP. Any questions or concerns regarding the final version of the SOP should be addressed at this time.
11. The final version SOP will be printed and posted inside the respective animal housing room.
12. Any animal research in conjunction with the hazardous material cannot begin until the SOP is approved and posted in the housing room.
13. Cages must be flagged with the proper Lithgow tags at the time of administration of the hazardous material.
14. The Hazardous Materials SOP must be followed at all times by all research and OLAR personnel.
15. For questions and concerns during and after the approval process, please speak with the respective Facility Manager.