# ANIMAL STANDARD OPERATING PROCEDURE

## Cyclophosphamide

### Animal Safety Protocol designation
- ABSL-2B
- Agent may be excreted by the animals within the first 48 hours post injection therefore the lab must change the bedding 48 hours after administration
- See investigator responsibilities below

### Investigator Responsibility
- Research staff must inform Animal Care staff ahead of time of agent that will be used, and arrangements will be made for housing of animals.
- Fresh micro-isolator caging will be used for the animals at the time of administration.
- **Danger Sign** must be posted on the door of the room in which the animals will be housed while experiments are in progress.
- Any leftover/unused Cyclophosphamidc and empty containers that held this drug must be collected for disposal through the Environmental Health and Safety Office as Cyclophosphamide is an EPA-regulated hazardous waste.
- Cages will be labeled with a pink card with the following information:
  1. Name of agent delivered to animal
  2. Approximate dose
  3. Date of administration
  4. Date of bedding change
- Cards and door signs must be removed by the researcher once the hazard is no longer present.

### Entry requirements
- All Personal Protective Equipment (PPE) gown, gloves, face mask, shoe covers and cap must be worn to enter animal room.
- Hands must be washed upon exiting animal room.
- Surgical masks, goggles, faceshields or use of a Biological Safety Cabinet (BSC) are required when conducting research.

### Cage Change
- Animal waste and contaminated bedding shall be handled to minimize generation of dust and aerosols.
- Items potentially contaminated with agent will be bagged using red biohazard bags prior to removal from the animal room.
- Contaminated bedding must be emptied from cages using a dump station or Class II biosafety cabinet.
- If local ventilation controls are not available for opening cages or dumping bedding, an N-95 respirator or PAPR must be worn.

### Decontamination and Spill Procedure
- Empty cages will be sanitized by standard IAS practices
- If a spill occurs, all traffic to the area will be immediately restricted and 10% freshly prepared bleach or appropriate disinfectant will be used for clean up. Care will be taken to minimize aerosols during the clean-up process.
- Equipment and work surfaces must be routinely cleaned with 10% freshly prepared bleach or appropriate disinfectant. All equipment must be decontaminated prior to removal from the room housing the infected animals.