

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 011.9

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TITLE: Reagent Labeling
SCOPE: All Animal Program Personnel
RESPONSIBILITY: Facility Manager, Surgical Core Manager, All Animal Program Personnel
PURPOSE: To Ensure Uniformity of Labeling of All Regents.

I. PURPOSE

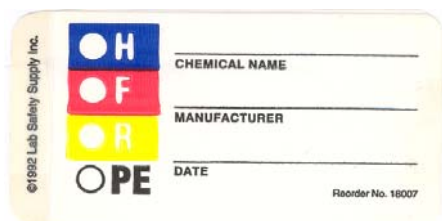
1. To ensure the uniformity of labeling of all reagents used in the animal facilities.

II. RESPONSIBILITY

1. All program staff contributes to the accurate and consistent labeling of all reagents.

III. PROCEDURES

1. **All reagents and solutions removed from their original container**, and are not designated for immediate and complete use, **shall be labeled** to indicate identity, titer or concentration, storage requirements (if requires specific storage requirements), and expiration date.
 - a. The attached label is to be used in all animal facilities and will be purchased from Lab Safety, catalog #9B-18007
 - b. **Indicate reagent name** on first line, mixture or **concentration** and specific **storage requirements** on second line, and **date preparation expires** on third line. **If an expiration date cannot be determined** then on the third line record the date the solution was prepared or placed in the container, or date original container was opened and clearly identify what the date represents (e.g. prepared, filled, or opened).
 - c. **Check appropriate box** on left side of label to indicate concerns expressed by MSDS. H = health hazard, F = flammability, R = reactivity, PE = use of protective equipment recommended.
 - d. **All entries will be made with permanent ink sharpie.**
 - e. Outdated reagents and solutions shall not be used.
 - f. Reagents without labels or containing illegible labels shall not be used.
 - g. Reagents appearing deteriorated shall not be used.



2. For solutions used in routine housekeeping or decontamination procedures, a stock tank or carboy is prepared, labeled with details as described above, and distributed to spray bottles which are also similarly identified.
3. **All chemicals**, cleaning agents, disinfectants and concentrates in the original containers and **for which an expiration date cannot be determined shall be labeled with the date the item is received and the date when the container was first opened**. The date can be recorded directly on the original container with a permanent marker.

IV. EXAMPLES

1.
 - a. Chemical: **Quatricide PV-15**
 - b. Dilution: 1:256 dilution (1/2oz. or 15ml Quat/1 gallon water).
 - c. Date: 14 days after prepared
 - d. Safety: Check H and PE boxes.
 1. Health Hazard: avoid eye/skin contact, inhalation, ingestion, particularly when handling concentrate.
 2. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate.

Example of use: Cat room floors (for free roaming cats)
2.
 - a. Chemical: **10% Bleach**
 - b. Dilution: 1:10 dilution (1 part bleach : 9 parts H₂O)
Date: 1 day after prepared
 - c. Safety: Check H and PE boxes.
 1. Health Hazard: avoid eye/skin contact, inhalation, ingestion, particularly when handling concentrate.
 2. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate.

Example of use: High Level disinfectant suitable for BSL-2&3, ABSL-2&3 disinfection of hard surfaces
3.
 - a. Chemical: **Clidox S** (high level disinfectant)
 - b. Dilution: 1:5:1 dilution (1 part base:5 parts water:1 part activator)
 - c. Date: 14 days after preparation
 - d. Safety: Check H and PE boxes
 1. Health Hazard: avoid eye/skin contact, inhalation, ingestion, particularly when handling concentrate.
 2. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate.

Example of use: High level disinfectant suitable for room decontamination using fogger, BSL-2 & ABSL-2 applications
4.
 - a. Chemical: **Clidox S** (disinfectant level)
 - b. Dilution: 1:18:1 dilution (1 part base:18 parts water:1 part activator)
 - c. Date: 14 days after preparation
 - d. Safety: Check H and PE boxes.
 1. Health Hazard: avoid eye/skin contact, inhalation, ingestion, particularly when handling concentrate.
 2. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate.

Example of use: General disinfectant suitable for surfaces that come in direct contact with animals (e.g. decontamination of portable and fixed equipment surfaces that come in direct contact with animals, anesthesia/euthanasia/irradiation chambers/restrainers, spraying incoming rodent shipping containers, dipping gloved hands for rodent handling).

5. a. Chemical: **Betadine Solution**
b. Dilution: Undiluted
c. Date: Expiration from manufacturer's label
d. Safety: Check PE
1. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate

Example of use: Skin disinfectant, surgery prep, treat skin abrasions.

6. a. Chemical: **Betadine Scrub**
b. Dilution: Undiluted
c. Date: Expiration from manufacturer's label
d. Safety: Check PE
1. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate.

Example of use: Skin disinfectant for surgical prep

7. a. Chemical: **Isopropyl alcohol**
b. Dilution: none
c. Date: Expiration from manufacturer's label
d. Safety: Check H, PE, and F
1. Health Hazard: avoid eye/skin contact, inhalation, ingestion, particularly when handling concentrate.
2. Personal Equipment: rubber gloves, eye protection, and mask when handling concentrate.
3. Flammable

Example of use: Low level disinfection, surgical prep, suitable as a rinse following the use of chlorine disinfectants on surfaces with the potential to corrode and to remove residue after application of Sporicidin.

8. a. Chemical: **Sporicidin**
b. Dilution: Undiluted
c. Date: 4 years
d. Safety: Check H and PE
1. Health Hazard: avoid/skin contact, inhalation, and ingestion.
2. Personal Equipment: rubber gloves, eye protection recommended when performing procedures that may cause splashes.

Example of use: Disinfection of hard surfaces that do not come directly in contact with animals (e.g., portable and fixed equipment surfaces that do not come in contact with animals, Class II hoods, changing stations, cage racks, counters, walls, door frames)

9. a. Chemical: **Decon-Spore 200 Plus**
b. Dilution: Sanitization (1/8 oz or 3.75 ml/1 gallon of water)
c. Date: 24 hours after Preparation
d. Safety: Check H and PE

1. Health Hazard: avoid/skin contact, inhalation, and ingestion particularly when handling concentrate.
2. Personal Equipment: rubber gloves, eye protection and mask when handling concentrate. A face shield is recommended when performing procedures that may cause splashes.

Example of use: Sanitization of floors in animal housing rooms, procedural areas, and facility hallways.

10.
 - a. Chemical: **Virkon S** (high level disinfectant)
 - b. Dilution: 2.7 oz /1 gallon of water
 - c. Date: 7 days after preparation
 - d. Safety: Check H and PE
 1. Health Hazard: avoid/skin contact, inhalation, and ingestion particularly when handling concentrate.
 2. Personal Equipment: rubber gloves, and eye protection when handling concentrate. A face shield is recommended when performing procedures that may cause splashes.

Example of use: Used in PRL power foamer for manual sanitation of NHP caging.

Approved:

Date: