



ACUP ID number: GP-4		
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Distribution	RAR/ACUC	

GP – 4: ABSL-2 Identification Cards and Procedures

Purpose:

This Standard Operating Procedure (SOP) describes the proper use of Animal Biosafety Level (ABSL) identification cards. The proper use of these cards is an important part of biohazard management.

When animals are exposed to a biohazardous agent, proper identification is required to protect the personnel working with and around the animals.

These cards will alert staff to use the proper Personal Protective Equipment (PPE) and procedures.

Personnel Involved:

Principal Investigator (PI): At the time of protocol approval the PI will have registered the biohazardous agent through the Johns Hopkins Institutions Biosafety Office (410-955-5918).

Institutional Biosafety Committee (IBC): the IBC will designate the appropriate animal biosafety level (ABSL) for the project. The specific procedures for PPE, decontamination of caging, and disposal of waste and euthanized animals for each of the four Animal Biosafety Levels is described in the CDC/NIH publication, *Biosafety in Microbiological and Biomedical Laboratories* (BMBL).

Attending Veterinarian or Designee: Before the animals are exposed to the agent the Attending Veterinarian or designee is contacted by the PI or designee to identify where the animals are to be housed while they are exposed to the agent.

Laboratory Personnel (listed on the approved protocol): The laboratory personnel will fill out and apply the ABSL cards to the cages or designated location.

Research Animal Resources (RAR) Staff: The RAR staff will maintain a notebook (provided by the Biosafety Office) with details about the biohazardous agent. It will be available to anybody that works in the area of the labeled cages. Before animal work begins, a member of the RAR veterinary staff will review each agent with RAR animal care staff. The area supervisor will provide weekly reminders on safe work practices. Questions regarding the biohazard card should be addressed to the contact person listed on the cage card or the RAR supervisor in that area.

Materials and Information Required:

- Register your biohazard with HSE, www.hopkinsmedicine.org/hse

- Policy Number HSE 504, *Registry of Biohazardous Agents and Materials*
- Read and be familiar with
 - CDC book *Biosafety in Microbiological and Biomedical Laboratories*, Section IV
 - HSE Policy Number HSE 806, *Health and Safety Information For Animal Users*
 - HSE Policy Number HSE 803, *Hazard Warning Signage*
- Cage card(s) with a RED biohazard sign are obtained from the RAR Supervisors in the Central Facilities or the RAR Main Office, Ross Building room 007, phone 410-955-3713.
- Attending Veterinarian contact number: 410-955-3273
- RAR Director Of Laboratory Animal Management contact number: 410-955-3273

Procedure:

1. Prior to exposing an animal to an approved biohazard the proper housing location the must be identified.
2. If the animal is to be relocated this is done before exposure.
3. A card with a RED biohazard sign is used to identify the cage(s). The RED card stays on the cage until the caging, waste, and euthanized animals are disposed of in accordance with the regulations, HSE Policy Number HSE 805, *Health and Safety Information for Animal Users*.
4. The lab personnel pick up the cards from RAR.
5. The cards are placed on the front of the cage or designated location at the time of exposure.
6. All personnel opening the cages marked with a biohazard card will use the proper posted PPE.
7. The required information is filled out on the card; Agent identification, Investigator name and Contact number, ACUC protocol number, IBC registration number(s) for the agent(s) in use, and the dates the animals will be in the facility.
8. The red card cages will stay in the designated areas for the duration of the study.

SPECIAL ENTRY/EXIT PRECAUTIONS AND PROCEDURES:

If you anticipate working with these specially designated animals you must put on the following items before entering an ABSL-2 Room:


- An additional pair of shoe covers
- Disposable lab coat or isolation gown
- Disposable gloves
- Hair cover
- Face mask

After working with these animal cages:

- Remove your outer lab coat or disposable gown, outer shoe covers, gloves and head cover and mask.
- Place these items in the hazardous waste container lined with an autoclavable bag.
- Use the hand sanitizer before exiting the room and wash your hands in the nearest sink.

All dirty caging and items associated with these animals must be double bagged and autoclaved for safe handling.

Contact the RAR Director of Laboratory Animal Management at 410-877-9627 for any questions regarding operations and report non-compliance in any ABSL-2 animal room.

Investigator: _____	BIOHAZARD
Phone or Contact #: _____	
ACUC/IBC Protocol #: _____	
Hazardous Agent: _____	
Dates of Active Hazard (Not to exceed 30 days) From: To:	NOTE—LABORATORY STAFF: REMOVE CARD WHEN THE HAZARD NO LONGER EXISTS

I acknowledge that I have read and understand the JHU Animal Care and Use Program document “**SOP on ABSL Identification Cards and Procedures**” and I will follow this procedure. I agree to bring any deviations in this procedure to the attention of my supervisor/GPS Working Group.

Name (Print)

Date

Signature