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GP – 23: RAR Anesthesia Machine Rental Process

Purpose: This SOP is intended to provide a basic timeline of the rental process for the portable anesthesia machines that RAR owns and lends out to researchers in the Miller Research Building and Bloomberg School of Public Health facilities. This SOP does not apply to anesthesia machines that are dedicated to individual procedure rooms, such as in CMSC.

Personnel Responsibilities:

Clinical Veterinary Technicians: Responsible for training of lab staff in proper use of machines, archiving signed training forms, assisting with the reservation system, and maintenance and replacement of oxygen tanks.

Front Office Admin Staff: To work with clinical technicians on managing the reservation system, and ordering replacement oxygen tanks as needed.

Lab Manager: Works with clinical technicians to order and schedule repairs and routine maintenance of machines through Atlantic Biomedical.

Procedures:

1. Reserving an anesthesia machine
 - a. Researchers/labs will reach out to RAR front office staff and/or clinical technicians to request use of RAR anesthesia machines. A form to request usage is available on the RAR website.
 - i. RAR requests that users provide at least **2 business days of notice** of their request to reserve the machines, though reservations may be granted with shorter notice at the discretion of RAR staff.
 - ii. Users requesting anesthesia machines for the first time may have a longer waiting period, to accommodate appropriate training.
 - b. RAR staff will check that the persons requesting use have been trained on anesthesia machine use by RAR and have signed the training confirmation form.
 - i. If lab staff has not been previously trained, then clinical technicians will schedule a time to meet with staff to provide full training. Training will include the set up and use of the machine, general safety procedures, and

how to break down/purge the machines after use. This verbal training will follow steps presented in the existing training document. Upon completion of the training, lab staff will sign the confirmation statement on the back page. This confirmation document will be kept by the clinical technicians, and scanned into an existing electronic database of approved users.

- c. Once it has been confirmed that the user has been trained (by checking the electronic database), RAR clinical technicians/front desk staff will assign the user one of the machines in the reservation spreadsheet.
 - i. Reservations can be made for an AM & PM timeslot each day.
 - ii. AM timeslots run from 8am-12pm, and PM timeslots run from 1pm-4pm.
 - iii. Labs may be granted special approval to use the machines outside of the standard timeslots on a case-by-case basis.
2. Checking out a reserved machine
 - a. Lab staff will pick up the key to their assigned machines at Ross 459 office, on the day/time of their reservation.
 - b. All users **MUST** complete the sign-out/sign-in form at the front desk upon picking up the key.
 - c. RAR provides anesthesia machines and oxygen tanks. **Each lab is responsible for providing ALL other supplies necessary** for appropriate anesthesia, including but not limited to anesthetic circuits/hoses, induction boxes, nose cones, heating pads, and isoflurane.
3. Upon completing their use of the machine, users must:
 - a. Return the machine to its original location in the vivarium and lock it back up.
 - b. Note the ending O2 level on the oxygen tank. This information will need to be reported to RAR, so it is important that labs make note of this when locking back up the machine in the vivarium.
 - c. Return key to the RAR office (Ross 459) by 12pm (for AM reservations) and 4pm (for PM reservations). A **\$50.00 late fee** will be charged by RAR for any keys that are not returned, or are returned late.
 - i. If after-hours use has been pre-agreed upon and the key is being returned outside of standard operating hours, the key should be dropped in the lock box located in the main hallway outside of Ross 459. Clinical technicians will then check the box before the AM timeslot the next morning to ensure the key has been returned.
 - d. Sign the log book to attest that the key has been returned, and note the ending O2 level on the oxygen tank.
 - e. Failure to follow the proper return procedures, including appropriate logging of the O2 level, may lead to denial of access in the future.
4. Oxygen tank maintenance:
 - a. Clinical technicians will routinely check the O2 levels on the sign-in forms, as well as physically check the machines themselves at least twice a week. Any depleted oxygen tanks will be replaced by the technician.
 - b. Clinical technicians will monitor the available inventory of oxygen tanks and will request additional tanks be ordered as needed.
 - c. Front office staff will order new tanks as requested.

5. Sanitation of machines:
 - a. Clinical technicians will steam the machines at least once per week.
6. Anesthesia machine calibration:
 - a. The anesthesia machines are serviced annually. If the anesthesia machine is past due for servicing, the machine will not be available to rent out for use.

Exceptions of note:

1. The MRB High-Barrier Facility located in MRB 17D has its own dedicated machine. This machine remains in the suite's procedure room, and cannot be used anywhere else.
2. RAR maintains one machine in SPH. It is chained in the basement. The reservation system, and all training requirements remain the same for this machine, as for those in MRB. The key is, likewise, also kept in Ross 459. This machine is allowed to be used in the basement, as well as on the 6th or 7th floor of SPH.
3. Machines may NOT be checked out for ABSL-2 work unless this has been confirmed with a veterinarian for appropriate procedures.
4. Machines may NOT be checked out for use in any rooms quarantined for infectious disease outbreaks.
5. Machines may only be used within the animal facility in which they are housed. They are not allowed to be moved to lab or satellite housing spaces, even within the same building.

I acknowledge that I have read and understand the JHU Animal Care and Use Program document “**GP – 23: RAR Anesthesia Machine Rental Process**” 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