

Title: Mustari, Walton, Phillips, Kojima and Soetedjo Labs - flex lab procedures.	
SOP#: L0100	Division: Neuroscience
Category: Lab SOP	Subcategory: Hazard Mitigation
Original Author(s): R. Koepke	Created On: 2015-01-30
Current Author: R. Koepke	Revised On:
Reviewed By: B. Peterson	Reviewed On: 2015-04-07
Approved By: M. Young	Approved On: 2015-08-10

Purpose, Scope and Background

The flexlab on 4th floor constitute a space where awake nonhuman primate (NHP) work is conducted and where personnel performing other tasks unrelated to the NHP work are in close proximity to each other. This space has been designated ABSL2 by the IBC/EHS and requires disinfection practices, safety equipment and personnel protective equipment (PPE) to protect staff and NHPs.

This SOP describes procedures to be observed when performing studies involving flex lab entrance and exit, training of NHPs and neurophysiological recordings in the NHPs in the 4th floor flex lab.

Roles and Responsibilities

All personnel who work in or enter this flex lab space. Including but not limited to lab employees, facility and maintenance crews, WaNPRC personnel, or approved visitors.

Definitions

Street clothing: Street clothing is defined as a shirt, long pants and closed toe shoes. Street clothing does not include shorts and open toed shoes or sandals. If shorts or skirts are worn the legs must be covered with scrub pants before entering the lab space.

Dedicated shoes: Dedicated shoes are defined as shoes that are committed entirely for and never leave the flex lab space. A pair of dedicated shoes is required to wear in the facility if a person is wearing sandals at other times. Dedicated shoes are provided by WaNPRC. Dedicated shoes are clearly marked with pen or paint so they are not mistaken with non-dedicated shoes.

Scrubs: Scrubs are facility provided clothing that is not worn home or off university property. Scrubs are not to be worn longer than one work session or one day. This clothing is laundered between uses at Consolidated Laundry. When worn outside the lab, this clothing is first visibly inspected for cleanliness in appearance and changed if soiled.

Saved 2015-10-13

Outer clothing over scrubs: If outer clothing is soiled, it needs to be replaced as soon as possible. Outer clothing is defined as a disposable lab coat, a yellow gown or disposable coveralls, or cloth laboratory coats that close in the front. Appropriate attire for animal handling.

Outer clothing over street clothes: If outer clothing is soiled, it needs to be replaced as soon as possible. Outer clothing is defined as disposable or cloth lab coats that cover and prevent contamination of street clothing. Outer clothing over street clothes is not allowed for entering animal housing rooms or for animal handling.

Mucous membrane protection: A device or combination of devices, such as a full face shield and surgical face mask (preferred). A surgical face mask may also be combined with form fitting goggles, approved protective glasses, or a combined mask/face shield which protect the mouth, nose and eyes from splash or droplet contamination.

Double Gloves: Combinations of vinyl, latex or nitrile gloves prevent contamination of skin and maintain a clean first layer should the outer glove need to be replaced due to damage or contamination.

Clean Gloves: Gloves that were just put on and have not touched any other surface.

Hazard Zone: The "Hazard Zone" is defined as within five feet of a non-human primate.

Workstation: A space in the laboratory that is physically separate from areas where animals are present (Hazard Zone) and can be maintained in a sanitized state by use of work practices and standard operating procedures. Area is protected with a defined border. Animals that pass near the border are fully enclosed in a primate chair and an AAMP to prevent the spread of hazardous agents.

Animal Handler: The handler is the researcher tasked with training and handling an animal.

Animal Transport: The transport of animals through the colony or lab space, via primate chair or sedated on cart.

Primate Chair: A specifically manufactured chair which restrains an animal for daily training and recording. Chairs fully enclose the NHPs body with only the head being exposed.

Animal Mucous Membrane Protection (AMMP): A makeshift plastic shield fixed in front of the monkeys face during transport through the flex lab to prevent the spread of hazardous agents via monkey sneezes.

Recording Booth: An enclosed space housing the animal during training or recording of eye movements and neural activity. It also houses electronic instrumentation to record the neural activity and monitor the monkeys' behavior.

Procedure

I. General Lab

Personnel working in the lab space are to be in scrubs or street clothes covered by a lab coat, and dedicated shoes. If dedicated shoes are not used, then shoe covers are worn. As described in SOP 0115 "PPE in the Primate Center Vivarium", those working inside the hazard zone should wear full PPE (scrubs, lab coat, double gloves, surgical mask, and eye protection).

The flex lab space is to be kept clean, tidy and free of excessive clutter. Any equipment or carts that are removed from the lab must be disinfected prior to leaving the flex lab. Work surfaces are to be disinfected daily. Floors are cleaned and disinfected daily by WaNPRC personnel and spot cleaned as needed by lab staff. Biohazard waste is removed once a day or as needed. Cloth lab coats are changed and laundered daily or when visibly soiled. Cloth lab coats must be changed between MRSA positive and MRSA negative animals. Disposable lab coats are replaced daily or in between MRSA positive and MRSA negative animals. Daily sanitation practices must be documented as completed on a lab cleaning log.

Laboratory surfaces will be cultured by a WaNPRC Occupational Health Biosafety Specialist monthly. After three consecutive negative results are cultured, it will be determined that practices are sufficient, and lab coats no longer required to enter the flex lab space.

II. Recording Booth

- a. Between use:
 - Clean up any excessive mess (e.g. animal matter, or apple sauce).
 - Wipe down with disinfectant all computer, desk and door surfaces
 - Disinfect all equipment with a disposable disinfectant wipe that is shared between animals (e.g. eye coil connectors, head stages, micro drives, stimulator connector).
 - The feeder tube mouth piece is placed in a container of 70% ethanol to disinfect between each animal.
- b. Daily:
 - After the last booth session of the day, remove any uneaten applesauce/juice from feeder pump and store in lab refrigerator. Rinse the pump and lines thoroughly with hot water, and then run 70% ethanol through the lines.
 - 70% ethanol is to be pumped through the feeder lines at the end of each day.
 - The feeder mouth piece is wiped off and left soaking in 70% ethanol overnight.
 - Leave ethanol in the lines overnight.
 - Before use, feeder lines must be cleaned by pumping out any alcohol and rinsing with water before filling with applesauce/apple juice.
 - Remove any debris from the floor of the booth and surrounding area (all waste goes in biohazard container).

Saved 2015-10-13

- Clean surrounding work station with disposable disinfectant wipe (computers, door knobs, switches etc.).

III. Animal handling

Handlers should wear double gloves at all times. The top layer should be changed after each physical interaction with an animal. Top layer of gloves should be changed *before* and *after* working with the chamber or margin.

MRSA (-) animals must be housed separately from, and must not share a chair with MRSA (+) animals. Gloves should be changed between (+) and (-) rooms.

Clean gloves must be worn when preparing treats, both fresh and/or dried, and applesauce reward. Hands are always washed after inner layer of gloves are removed.

IV. Primate Chairs

Chairs must be kept clean and free of fecal matter when not in use. The animal handler is responsible for emptying bedding pans and spot cleaning chairs on a daily basis and between animals if the chair is shared. Chairs must be stored in a dedicated storage area in the 3rd floor flex lab space or in I-455 procedure room.

1. Spot cleaning:

- a. Remove soiled bedding
- b. Remove any remaining solid matter either with paper towels or hose
- c. Wipe chair with disposable disinfecting wipe or spray cleaner. This can be done with any of the approved disinfectants listed on the WaNPRC disinfectant table.

2. Prior to storage:

- a. Remove all bedding
- b. Hose chair off with warm water to remove any remaining solid matter
- c. Scrub with brush or sponge to remove any difficult matter.
- d. Spray chair with Professional Lysol Disinfectant Multi-Surface Foam Cleaner and let it soak for at least 10 minutes
- e. Inspect chair for cleanliness. Repeat steps c & d if necessary.
- f. Rinse with warm water.

V. Animal Transport

If an animal is sedated, the animal must be covered with blue pad or surgical drape.

If the animal is in a primate chair, the chair surfaces must be wiped off with a germicidal disposable wipe after animal is secured. The chair wheels are disinfected with spray disinfectant before exiting the vivarium. Outer gloves and shoe covers need to be changed prior to entering the flex lab space from the vivarium. Once the animal is secure in the recording booth, personnel will exchange full vivarium PPE for flex lab approved PPE, and hands are washed.

When returning the animal to the vivarium, full PPE must be worn while removing the animal from the booth and during transport. Change gloves after disconnecting the animal from booth/recording equipment (e.g. unhooking micro drives & eye coil

connectors). Transport the animal to the procedure room I-455 to prepare the animal for home cage (e.g. cleaning chambers, unfixing head restraint). Gloves must be changed after animal is ready to return to cage. Immediately change outer gloves after animal is secured in the home cage.

Supplemental Documents

- SOP 0115
- SOP 1067
- L0100A - Guidelines for MRSA Mitigation While Working Animals in the Flex Lab Area
- L0100B - PPE/Decon Quick Reference
- Hazard Mitigation in Flex Labs
- Lab Cleaning Log
- WaNPRC disinfectant table

Keywords

Flex lab, Mustari Lab, Walton Lab, WaNPRC

Saved 2015-10-13

Booth Cleaning Log:	
Week:	
Monday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Tuesday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Wednesday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Thursday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Friday	
Feeder Lines	
Clean Surfaces	
Mop Floor	

Booth Cleaning Log:	
Week:	
Monday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Tuesday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Wednesday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Thursday	
Feeder Lines	
Clean Surfaces	
Mop Floor	
Friday	
Feeder Lines	
Clean Surfaces	
Mop Floor	

Saved 2015-10-13