



UNIVERSITY OF CALIFORNIA, SAN FRANCISCO  
BIOSAFETY COMMITTEE POLICY

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## Standard Operating Procedure for Working with Lentivirus in Rodents

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**This Procedure is intended to implement the policies of the UCSF BioSafety Committee when lentivirus vectors are used in LARC facilities. The BioSafety Committee remains the ultimate authority regarding uses and procedures of lentivirus. Any questions about these procedures that cannot be addressed by LARC should be directed to the BioSafety Committee.**

### Access

- INVESTIGATOR must have a current, approved IACUC protocol
- INVESTIGATOR must have a current, approved Biological Use Authorization (BUA)
  - Laboratory personnel designated to work on the project must be listed in both documents above
  - Laboratory personnel designated to work on the project must have access to the barrier
- INVESTIGATOR should provide LARC supervisor with a copy of the BUA and IACUC protocol to be followed
- INVESTIGATOR must notify LARC supervisor in advance to schedule and conduct any training of LARC staff required by the BUA
  - This training must occur BEFORE the project is initiated
- INVESTIGATOR must notify the LARC supervisor at least 24 hours in advance of injections beginning
  - LARC supervisor should be notified of:
    - Proposed dates of use
    - Number of cages to be used
    - Personnel to be using the room
  - Access should be limited while manipulations involving lentivirus are being performed

### Posting Requirements

- Prior to study initiation, INVESTIGATOR should coordinate with Department Safety Advisor (DSA) to post signage as required by the BUA
- INVESTIGATOR should ensure that individual cages are labeled as required by the BUA
- INVESTIGATOR shall restrict access to the room by placing a sign on the door while animal manipulations are taking place: **“Lentivirus work in progress – Do Not Enter”**

### Animal Manipulations

- Only manipulations approved by the IACUC and BUA may be performed
- Lentivirus will be transported into the vivarium according to UCSF procedures (e.g. secondary containment), and processed into the vivarium according to LARC procedures (e.g. external surfaces disinfected with dilute bleach solution prior to movement into the barrier)
- Manipulations must be conducted in accordance with the BUA (e.g. within a BioSafety Cabinet, on a countertop, etc.)

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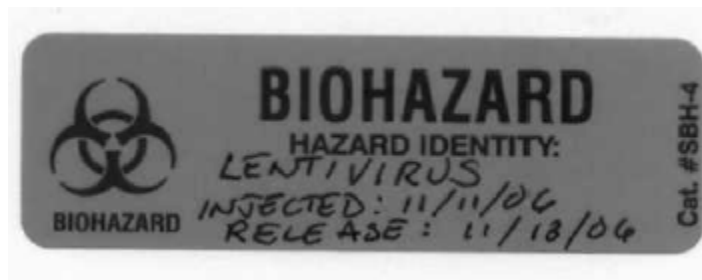
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### Animal Manipulations

- Personal Protective Equipment (PPE) appropriate to manipulation must be worn:
  - Countertop and BioSafety Cabinet (BSC) work: PPE designed to prevent a mucosal exposure/splash to the face and exposure of hands:
    - Hair cover, eye protection, mask, gloves, lab coat or gown
    - Appropriate Standard Precautions: sharps containment, spill prevention, etc.
- Any spills or other accidents should be handled in the manner approved in the BUA
- When they are finished, lab members should disinfect work surfaces using a 1:10 dilution of bleach to water.

### Animal Holding

- Cage cards must include standard IACUC information
  - Current protocol number
  - INVESTIGATOR name
  - Contact name and information
  - LARC billing code
- Cages must be labeled with BioHazard labels, and completed as shown below
  - Indicate date injected/manipulated
  - Indicate date animals may be returned to colony (e.g. 48 hours for lentivirus)



- Cages should be labeled with Holding Room of Origin; they will be returned by LARC after the appropriate holding period.

### Housing Procedure

- Investigator manipulates animal, returns to cage, labels cage with appropriately completed biohazard sticker, places on housing rack in ABSL2 room
- LARC staff checks cages daily
- At the end of the BUA-mandated holding period, LARC staff will transfer animals to a clean cage and return the animal to the Holding Room of Origin
- LARC staff will remove and process dirty cages per BSL-2 procedures

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