



Chemical Standard Operating Procedure for *In vivo* studies with Tamoxifen Diet

This document was created as a template for the administration of Tamoxifen-containing diets to rodents. This SOP template provides general guidance on the minimum expectations for laboratories when working with a Tamoxifen diet. It is the responsibility of the research team to provide training and guidance on the lab-specific requirements for their experiments and document them in this SOP. **The SOP must be attached to the IACUC protocol and made available to Animal Care Services staff upon request.**

The Investigator and Laboratory Staff are required to notify Animal Care Services **2 business days prior to the start** of any experiments involving toxic, hazardous, or potentially hazardous chemical in animals.

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| Agent Name (s) | Tamoxifen Diet | | | |
| IACUC Number(s) | | | | |
| Investigator Name(s) | | | | |
| Procedure Author | | | | |
| Creation Date | | Review Date(s) | | Revision Date(s) |
| Name of Responsible person | | | | |
| Location to be performed | | | | |
| 1. | THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR ANIMAL WORK INVOLVING: | | | |
| | <input checked="" type="checkbox"/> Chemicals used in animals <ul style="list-style-type: none"> • Examples: Perfusions, toxic or hazardous drugs, pesticides, reproductive toxins. <input type="checkbox"/> Investigational and/or Novel Compounds with limited, or no toxicity data available <ul style="list-style-type: none"> • Examples: Pharmacokinetic studies <input type="checkbox"/> Nanoparticles <ul style="list-style-type: none"> • Examples: Iron oxide nanoparticles, etc. | | | |
| 2. | RISK IDENTIFICATION: <i>Identify potential safety hazards.</i> <input checked="" type="checkbox"/> Carcinogen <input type="checkbox"/> Sensitizer <input type="checkbox"/> Irritant <input type="checkbox"/> Acute Toxicity – Harmful <input type="checkbox"/> Acute Toxicity – Fatal Single Dose <input checked="" type="checkbox"/> Germ Cell Mutagen <input checked="" type="checkbox"/> Reproductive Toxicity <input type="checkbox"/> Target Organ Systemic Toxicity: Single Exposure <input type="checkbox"/> Target Organ Systemic Toxicity: Repeated Exposure <input checked="" type="checkbox"/> Other: pregnant women, lactating women or women who are attempting to conceive are advised not to handle tamoxifen, contaminated cages or chow; Tamoxifen is a | | | |



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| | <p>selective estrogen receptor modulator (SERM) and represses actions of estrogen or have pro-estrogen effects.</p> <p>Exposure Limit: Click or tap here to enter text.</p> <p>Duration of Administration: Click or tap here to enter text.</p> |
| 3. | <p>EH&S TRAINING REQUIREMENTS List the general and laboratory-specific training required.</p> |
| | <p><input checked="" type="checkbox"/> User Laboratory Training</p> <p><input checked="" type="checkbox"/> Hazardous Waste Management Training</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Other _____</p> |
| <p>Procedures for Handling and Disposing Equipment and Animals Administered a Chemical Hazard</p> | |
| 4. | <p>Outline the process for transporting toxic, or hazardous, chemicals/drugs to Animal Care Services (ACS) Rooms, include the packaging information. Highlight the steps with the highest hazards:</p> <hr/> <ul style="list-style-type: none"> Food bags must be labeled with the name of the product, hazard, and expiration date. Transportation of tamoxifen chow to Animal Housing locations must be done in a non-breakable, hard sided container within a secondary container or an unopened container from the manufacturer. Container must be labeled with the PI's name and contact information. If you are storing the chow in ACS space, please contact the facility manager at least 2 business days in advance for guidelines. |
| 5. | <p>TRANSPORTATION OF ANIMALS EXPOSED TO CHEMICALS If applicable, outline the steps to transport animals administered chemicals to and from locations. Include the packaging and location information. <i>Enter the information below the line.</i></p> <hr/> <p>Transportation of animals should be limited while being fed tamoxifen food. Transportation of animals should be limited between administration and the first cage change, 72 hours after removal of the food. If they must be moved before the clear date has past and a cage change has occurred, they must be transported in their home cage, within a secondary container (e.g. sterilite bin) that contains small airholes, and placed on a cart.</p> |
| 6. | <p>WHAT ENGINEERING CONTROLS WILL BE USED TO MINIMIZE EXPOSURES TO THESE HAZARDS IN ANIMAL CARE SERVICE ROOMS? See Rodent Housing Procedures & Practices</p> <p><input checked="" type="checkbox"/> Biosafety Cabinet</p> <p><input checked="" type="checkbox"/> Animal Transfer Station</p> |



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| | <input type="checkbox"/> Static caging <input type="checkbox"/> Negative pressure ventilated caging <input checked="" type="checkbox"/> Positive pressure ventilated caging <input type="checkbox"/> Other: Click or tap here to enter text. |
| 7. | <p>WHAT PERSONAL PROTECTIVE EQUIPMENT IS REQUIRED DURING CAGE CHECKS AND HANDLING OF ANIMALS AFTER ADMINISTRATION? See Rodent Housing Procedures & Practices</p> <p>Supplied by ACS: <i>select all that apply</i></p> <input checked="" type="checkbox"/> Gown <input type="checkbox"/> Boufant Cap <input checked="" type="checkbox"/> Face shield <input type="checkbox"/> Goggles (not supplied by ACS) <input checked="" type="checkbox"/> Surgical mask <input type="checkbox"/> Gloves <input checked="" type="checkbox"/> Double gloves <input type="checkbox"/> N-95 respirator (not supplied by ACS) <input type="checkbox"/> Other: Click or tap here to enter text. |
| 8. | <p>WHAT PERSONAL PROTECTIVE EQUIPMENT IS REQUIRED DURING CAGE CHANGES AND CAGE DUMPING AFTER ADMINISTRATION? See Rodent Housing Procedures & Practices</p> <p>Supplied by ACS: <i>select all that apply</i></p> <input checked="" type="checkbox"/> Gown <input type="checkbox"/> Boufant Cap <input checked="" type="checkbox"/> Face shield <input type="checkbox"/> Goggles (not supplied by ACS) <input checked="" type="checkbox"/> Surgical mask <input type="checkbox"/> Gloves <input checked="" type="checkbox"/> Double gloves <input checked="" type="checkbox"/> N-95 respirator - for Cage dumping (not supplied by ACS; see Steps for Respirator Use) <input type="checkbox"/> Other: Click or tap here to enter text. |
| 9. | <p>Are hazardous materials excreted by animals?</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <p>If yes, in:</p> <input checked="" type="checkbox"/> Urine <input checked="" type="checkbox"/> Feces <input type="checkbox"/> Other: Click or tap here to enter text. <p>Clear Date (if applicable): 72 hours post removal of tamoxifen food</p> |



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| 10. | <p>If hazardous materials are excreted by animals, explain how animals and cages are handled</p> <p><input type="checkbox"/> Contaminated cages changed by laboratory staff</p> <p><input type="checkbox"/> Contaminated cages changed by ACS</p> |
| 11. | <p>If hazardous materials are excreted, how will the bedding and waste be labeled prior to disposal? See Rodent Housing Procedures & Practices</p> <p><input type="checkbox"/> Not Applicable</p> <p><input checked="" type="checkbox"/> Chemical; Non-Regulated Waste for incineration</p> <p><input type="checkbox"/> Chemical; Regulated Waste for disposal through EH&S Hazardous Waste</p> <p><input type="checkbox"/> Nanoparticle; Non-Regulated Waste for incineration</p> <p><input type="checkbox"/> Nanoparticle; Regulated Waste for disposal through EH&S Hazardous Waste</p> <p><input type="checkbox"/> Other:</p> |
| 12. | <p>How animal carcasses are be disposed of?</p> <p><input checked="" type="checkbox"/> Incineration</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p> |

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| <p>APPROVAL</p> <p><i>Standard Operating procedures must be approved by the Principle Investigator.</i></p> | |
| <p><i>PI (name, signature, date)</i></p> | |
| Comments | |



Please complete the following section as part of the SOP preparation procedure.

The following completed label must be printed and used to identify cages and racks holding animals exposed to chemical agents. The procedures described in this SOP must be discussed with the facility manager prior to administration of chemicals to animals:

Label to be placed on rack holding the cages housing animals exposed to chemical agents

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| *****Chemical Hazard in use***** | |
| PI: _____ | |
| Agent: <u>Tamoxifen Chow</u> <input checked="" type="checkbox"/> Chemical <input type="checkbox"/> Novel agent <input type="checkbox"/> Nanoparticle | Disinfectant: <input checked="" type="checkbox"/> Virkon-S 1% <input type="checkbox"/> Bleach <input type="checkbox"/> Other |
| Date of administration: _____ Clear Date (if applicable): <u>72 hours</u> | Housing: <input type="checkbox"/> static <input checked="" type="checkbox"/> positive ventilation <input type="checkbox"/> Negative ventilation |
| Cage card #'s: | Carcass disposal <input checked="" type="checkbox"/> Incineration <input type="checkbox"/> Other |
| Must handle in Biosafety Cabinet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Additional information/Requirements: (e.g. safety sharps recommended, may return to ABSL-1 housing, etc.) Food and bedding must be disposed of as non-regulated chemical waste for incineration. |
| Who will change cages? <input type="checkbox"/> Lab staff <input type="checkbox"/> ACS <input type="checkbox"/> Other | |
| Required PPE: <input checked="" type="checkbox"/> Yellow gown <input type="checkbox"/> N-95 respirator <input type="checkbox"/> Bouffant <input checked="" type="checkbox"/> Surgical mask <input checked="" type="checkbox"/> Face shield <input type="checkbox"/> Gloves <input type="checkbox"/> Goggles <input checked="" type="checkbox"/> Double gloves <input type="checkbox"/> Other: | Facility manager verified (initial): |