



Internal Regulation Title	Labeling Requirements for Secondary Storage Containers				
Date Last Revised	08/02/2017	Date Created		Revision #	
Regulation Number	15	Required by:	<input type="checkbox"/> OHRP	<input type="checkbox"/> Funding Agency	<input type="checkbox"/> OLAW
Applicability	<input type="checkbox"/> RGC Internal	<input checked="" type="checkbox"/> Researcher	<input type="checkbox"/> Institutional		
Subgroup	<input type="checkbox"/> NKU Compliance	<input type="checkbox"/> IRB	<input checked="" type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 PURPOSE

The purpose of this regulation is to describe the process for the labeling of secondary storage containers for solutions used in live animals in IACUC labs.

2.0 GENERAL INFORMATION AND SCOPE

This policy applies to secondary storage containers in all animal use areas, including satellite procedure locations and LAMS facilities. This includes secondary storage containers used for all drugs, compounds, and chemicals. IACUC will inspect these areas at least every 6 months as required by the Office of Laboratory Animal Welfare (OLAW). While monthly inventory of laboratory supplies is ideal, quarterly inventory is strongly recommended.

3.0 DETAILS

A. LABELS

Secondary storage containers must be labeled with the following information:

- Name of substance(s)
- Concentration of primary substance(s)
- Date of expiration per manufacturer or date the solution was placed in the secondary container

For drugs and chemicals, the secondary container must be labeled with the name of the substance as required by OSHA.

B. STERILITY REQUIREMENTS

Red top Vacutainers or comparable sterile storage devices, such as pre-sterilized complete serum vials with an aluminum seal and rubber septum, are recommended. Note that syringes are not an acceptable container for sterile storage of injectables for animal use. Note that it is not acceptable practice to re-use needles chronically installed in the secondary container since this practice compromises sterility. Furthermore, it is not acceptable to insert a used needle into the secondary container. Only sterile needles may be used to penetrate the rubber lid of the sterile secondary container. Drugs or compounds for oral administration do not require sterile storage.

C. FILTER STERILIZATION

If crystals or precipitates are visible or are a possible issue for the drug or compound used, or if there is concern that the primary mixture cannot be considered sterile, filter sterilization through a 0.2 micron

filter is required. For example, filter sterilization is required for Avertin but not for secondary storage of Ketamine/Xylazine mixtures.

4.0 REFERENCES

[NKU Department of Safety and Emergency Management Policies and Procedures](#)

5.0 FORMS OR ATTACHMENTS

6.0 DEFINITIONS

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	11/01/2017	<input type="checkbox"/>
IACUC Chair	<input checked="" type="checkbox"/>	11/01/2017	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input type="checkbox"/>		<input type="checkbox"/>	
IACUC Chair	<input type="checkbox"/>		<input type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>	