

Dead Animals and Carcass Disposal SOP

First Issued: 4/20/06, Revised: 1/11/08, 1/24/12, 1/23/13, 2/18/14, 8/6/15

IACUC Approved: 6/6/06, 4/17/14

IBC Approved: 2/26/14

Instructions for PIs and Researchers:

1. All items other than animal tissue (ie: ear tags, staples, gauze, paper towel, tissue, tape, etc) must be removed before placing carcasses in their disposal bags. If these items are found by AVS in the carcass bags, an incident fee of \$50 per bag will be charged back to the PIs. All carcasses/dead animals must be placed in a leak-proof, corn-cob, biobag and tied closed (do not tape please). Please keep the size of each bag less than 10 lbs. in weight. If the carcass and/or tissue is not needed for analysis, the carcasses can be placed in the freezer compartment (carcass only) of the procedure rooms, floor freezers (Manoa), or necropsy room 129 fridge.

2. Fill out the log sheet provided on the refrigerator with the proper information:

Date
Principle Investigator and Protocol #
Room of Origin
Content (# of animals/species)

3. Also label body bags with:

Date
Principle Investigator
Animal Room #
Content (# of animals/species)

(Supplies can be found in bins in the procedure rooms & animal holding rooms)

4. ALL BIOHAZARD and CHEMICAL HAZARD MATERIAL MUST BE DISPOSED OF USING PROPER PROTOCOL PRE-ARRANGED WITH AVS.

Instructions for AVS Care Staff:

**Staff handling/transporting animal carcass waste or participating in the disposal of carcasses must have documented, *current* training in Biological Safety and Bloodborne Pathogens, Lab Safety, Biological Substance Transport Awareness, Hazardous Waste Generator and Specific On-the-Job AVS Training.

1. If AVS finds a dead animal in the animal rooms during change outs or checks, they must fill out a “dead animal notice”. Extra forms can be found in the office. The form must include the animal strain, ear tag # (if available) PI last name, Granite Card#, protocol #, estimated date of death, animal care tech name, contact #, location of carcass, and PI method of notification. The white copy of the notice is tied to the outside of the carcass biobag, the yellow copy is left for the PI either on the cage card holder (if there are still mice in the cage) or on the change station (if there are no more mice in the cage). If there are no mice left in the cage, a portion of the granite card with the bar code and card # must be dated and turned into the office. Dead pups do not require a dead animal notice unless requested by the PI. Dead pups are logged on the cage card and in the observation log. **In addition to the notice, an email is sent to the PI with all of the above information (standard email template**)**
2. Carcasses should be placed in the necropsy room or floor fridge so that the researcher can collect tissues if needed before the carcasses are frozen. Fill out the log sheet (same as the PI) when placing carcasses in the fridge or freezer.
3. Carcasses will be collected once each week from necropsy (Kakaako) and floor fridges (Manoa). Only carcasses that have been in the fridge for at least one week should be collected to give the PIs time to get to them. Date and initial the log sheet in the procedure/ necropsy room or at the floor fridge (Manoa) to note when carcasses are collected and taken to the main vivarium freezers in the large airlock 126. Place all collected carcasses in one large, black bag, label with a bag #, date collected, and room(s) of origin. Use twist tie labels since tape does not stick in the freezer. Note this on the “unsorted” freezer log. **Be sure to keep all hazardous carcasses in the Hazard section of the UNSORTED freezer labeled with the chemical or agent name*** Hazard carcasses will be placed in a separate bag with the corresponding bag # plus an additional letter.
Ex: Bag 14 (non-hazardous carcasses) and bag 14A (hazardous carcasses collected the same day)
4. Carcasses are sorted prior to digestion to remove all items other than animal tissue. If items other than animal tissue are found by AVS in the carcass bags, an incident fee of \$50 per bag will be charged back to the PIs. Fill out log sheet on the “sorted” storage freezer when placing the sorted carcass bags in with a bag #, the date collected from the procedure rooms, room(s) or facility of origin, and initials. The bag should also still be labeled with the bag #. A Kaka’ako Supervisor will note when Manoa carcasses are added.
5. Upon retrieving carcasses for final disposal from the freezers, freezer logs must be filled out by AVS noting the date, staff initials, bag #s, method of final disposal (digestion or incineration), and weight in pounds.
6. When filled, logs are collected, scanned to dropbox and archived in the Operations Manager’s office.

Dead Animals and Carcass Disposal SOP

First Issued: 4/20/06, Revised: 1/11/08, 1/24/12, 1/23/13, 2/18/14, 8/6/15

IACUC Approved: 6/6/06, 4/17/14

IBC Approved: 2/26/14

Disposal by AVS:

Carcasses are disposed of via alkaline hydrolysis as they are generated. (Refer Tissue Digester Operating SOP). Manoa carcasses are transported to Kaka'ako in the AVS State van by trained AVS staff (Refer Carcass Transport SOP). Hazardous carcasses, both chemical and biohazard, may be digested without autoclaving.

Alternative Disposal

If the alkaline hydrolysis unit is not in operation, non-hazardous carcasses are sent to Oahu Pet Crematory to be incinerated. The crematory will NOT accept chemical hazard or biohazard waste. Hazardous waste will be stored in the AVS freezers until the alkaline hydrolysis is in operation, or it may need to be exported for hazardous waste disposal with an outside vendor (price TBD).

- Carcasses are stored in the AVS freezers until a pick up is needed.
- AVS staff weighs carcasses in double, black garbage bags and provides a total estimated weight in pounds to the Facility Supervisor.
- A Requisition is submitted in Kuali for the disposal at a rate of \$1 per pound of carcasses.
- Once a Purchase Order is issued, the Facility Supervisor calls Oahu Pet Crematory (OPC) at 371-7531 or 225-4741 to schedule the pickup, provide the estimated weight and PO#.
- Once carcasses are weighed and a pickup is scheduled, those carcasses are kept in the sorted freezer separate from newly collected carcasses for ease of tracking.
- A crematory driver receives carcasses through the AVS Kaka'ako loading dock directly from the freezers in double, black bags.
- The pickup is logged on the freezer logs and noted in a Chain of Custody Form, which will also include information such as pickup date and time, Purchase order #, Approximate weight in pounds, date range of carcass collection from procedure rooms, bag #s and, initials of AVS staff submitting carcasses to OPC, certification of final disposal. Both AVS staff and the driver sign the Chain of Custody at pickup time.
- Upon final disposal via incineration at OPC, OPC will send email notification to AVS confirming the final disposal time, referencing the PO#, pickup date, and weight of carcasses in pounds. The email is then attached to the Chain of Custody and archived in the AVS Operations Manager's Office.

Example:

"AVS,

This is a notification of final disposal via incineration of your recent carcass load: 1000 lbs, purchase order # 123456, picked up from your Kakaako loading dock on Friday 1/31/14. Final disposal was at 4pm on 1/31/14. You will receive your invoice shortly.

OPC"

- Any accidents or incidents on route must be reported by OPC to AVS and then to UH IBC Coordinator as soon as possible.