
TITLE: Use of In-Date Medical and Research Supplies in Animal Care and Use
SCOPE: All Animal Program Personnel
RESPONSIBILITY: Facility Manager, All Animal Program Personnel and Research Personnel
PURPOSE: To Ensure Only In-Date Supplies and Materials Are Used In Animal Care and Use

I. PURPOSE

1. To ensure that only in-date supplies and materials, included but not limited to: reagents, solutions, biological products, animal diets, pharmaceutical agents, sterilized items, and medical supplies in first aid kits and eyewash stations are used before their expiration dates and are promptly and appropriately disposed of when their expiration date are reached.

II. RESPONSIBILITY

1. It is the responsibility of each Facility Manager to ensure that procedural areas, refrigerators, and storage areas are routinely inspected for expired supplies.
2. All program staff contributes to the detection and disposal of expired supplies.

III. PROCEDURES

1. **All reagents**, solutions, biological products, animal diets, and pharmaceutical agents kept within the animal facility **must be appropriately labeled** (See **SOP #011**) with the following information:
 - a. Contents
 - b. Concentration (if applicable)
 - c. Specific storage requirements (if applicable)
 - d. Specific health concerns (if applicable)
 - e. Expiration date
 - f. When date of expiration cannot be determined the date the substance was prepared, collected, opened, or removed from original container

3. Reagents, animal diets, biological samples, supplies, or containers not properly labeled will be considered the property of Comparative Medicine and may be utilized or disposed of at the discretion of the Facility Manager.
 - a. Outdated reagents, solutions, and diets, shall not be used.
 - b. Reagents and supplies without labels or containing illegible labels shall not be used.
 - c. Reagents and supplies that appear to be deteriorated shall not be used.
4. Sterile isotonic fluids in multi-dose containers (e.g., sterile saline, Lactated Ringer's Solution) **must** be dated when opened/punctured and will be considered expired based on the manufacturer's expiration date or 90 days after the date punctured, whichever is earlier. Single-dose containers (e.g., 10 ml sterile saline vials) should be discarded following use.
5. Injectable drug concentrates that are aliquoted from the regular stock (e.g., carprofen, Baytril, meloxicam), without alteration, into a sterile container for distribution will be considered expired 90 days after the transfer, or based on the expiration date of the original stock, whichever is earlier. Solutions prepared in sterile multi-dose containers (e.g., ketamine/xylazine, dilutions of drugs) must be dated when opened/punctured/prepared and will be considered expired 28 days after the date opened.
6. **Sterilized supplies must be labeled** with date autoclaved/processed. Date of expiration is determined using the following criteria:
 - a. Sterile packs/items should be st

7. Procedural areas, refrigerators, storage areas, first aid kits, and eyewash stations will be routinely **inspected at a minimum of once a week** by the animal care staff for improperly labeled or expired supplies.
 - a. Facility Managers are responsible for assigning animal care staff to attend to these specific duties.
 - b. Any expired or improperly labeled supplies will be brought to the Facility Manager's attention prior to their disposal.
8. Signs will be posted in procedural areas informing research and technical staff of this policy.

IV. Use of Expired Materials

1. Expired analgesics, sedatives, anesthetics, and euthanasia solutions may not be used.
2. Medical supplies or materials (i.e., other than those listed in item #1, above) may be used only in acute terminal procedures while the animal is surgically anesthetized and then euthanized at the completion of study while remaining anesthetized if such use does not adversely affect the animal's well-being or compromise the validity of the scientific study.
3. Expired medical supplies or materials must be stored in a designated area separate from in-date supplies.
4. Expired medical supplies or materials must be labeled "**Expired Medical Supplies – Nonsurvival Use Only.**"
5. Expired medical supplies or materials are disposed of in accordance with institutional policies.
6. Expired medical supplies or materials must not be used for GLP studies.

Approved:

Date: