

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 011.16

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**TITLE:** Reagents, Solutions and Decontaminants - Labeling and Use  
**SCOPE:** All Animal Program Personnel  
**RESPONSIBILITY:** Facility Manager, All Animal Program Personnel  
**PURPOSE:** To Ensure Uniformity of Labeling and Use of All Reagents/Disinfectants.

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**I. PURPOSE**

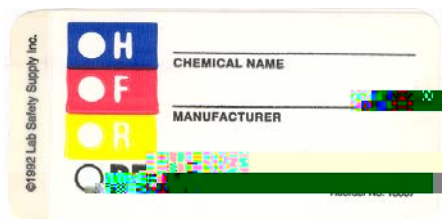
1. To ensure the uniformity of labeling of all reagents used in the animal facilities.

**II. RESPONSIBILITY**

1. All program staff contributes to the accurate and consistent labeling of all reagents.

**III. PROCEDURES**

1. **All reagents and solutions removed from their original container**, and are not designated for immediate and complete use, **shall be labeled** to indicate identity, titer or concentration, storage requirements (if requires specific storage requirements), and expiration date, if applicable.
  - a. The attached label is to be used in all animal facilities and will be purchased from Lab Safety, catalog #9B-18007
  - b. **Indicate reagent name** on first line, mixture or **concentration** and specific **storage requirements** on second line, and **date preparation expires** on third line. **If an expiration date cannot be determined** then on the third line record the date the solution was prepared or placed in the container, or date original container was opened and clearly identify what the date represents (e.g. prepared, filled, or opened).
  - c. **Check appropriate box** on left side of label to indicate concerns expressed by SDS. H = health hazard, F = flammability, R = reactivity, PE = use of protective equipment recommended.
  - d. **All entries will be made with permanent ink sharpie.**
  - e. Outdated reagents and solutions shall not be used.
  - f. Reagents without labels or containing illegible labels shall not be used.
  - g. Reagents appearing deteriorated shall not be used.



2.





**Approved:**

**Date:**