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Standard Operating Procedure

1. Purpose

To define the policy regarding the expiration date and standards of use of bags of physiologic fluids. "Fluids" is defined as medical-grade physiologic fluids such as Lactated Ringers Solution, 0.9% Sodium Chloride, or similar, without dextrose or additives, in their original plastic bag.

2. Scope

All animal units utilizing physiologic fluids for medical care of animals.

3. Responsibilities

Principal Investigators are responsible for ensuring that all personnel are trained on this policy.

4. Procedure


The fluid bag must be discarded after the expiration date imprinted on the bag, even if the bag has not been used.

Once the fluid bag has been penetrated by a needle or administration set, the date of first use must be written on the bag. It is safe to write directly on the bag with a Sharpie, or a dated label may be adhered to the bag.

After the day of first use, the solution withdrawn from the bag may be administered to animals by the subcutaneous or topical routes only.

For repeated use of the rubber injection port:

1. A fresh needle and syringe must be used for each withdrawal of solution.
2. The injection port must be wiped with isopropyl alcohol before each withdrawal.
3. If a bag has been used only for solution withdrawal through the rubber injection port, and has not been attached to a fluid administration set, it must be discarded **ONE MONTH** after the date of first use.

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For repeated use of a fluid bag with a fluid administration set attached:

1. After use (intravenous or subcutaneous) for the first animal, the solution may be administered to subsequent animals by the subcutaneous route only.
2. A fresh needle must be used for each animal.
3. Optionally, a fresh administration line or extension set (if used) may be used for each animal.
4. If a bag is attached to a fluid administration set, it must be discarded **ONE WEEK** after the date of first use.

Intravenous fluid bags containing dextrose must be discarded **ONE WEEK** after the date of first use.

5. *References*

1. Fluids Shelf Life and Use Policy. UC Davis Safety Services, 2016.
(<http://ehs.ucdavis.edu/article/fluids-shelf-life-and-use-policy>).
2. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition
(http://www.nap.edu/catalog.php?record_id=12910).
3. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture, 2013
(https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
4. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
5. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010
(http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

6. *Definitions*

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. AVMA – American Veterinary Medical Association – a not-for-profit organization for advancing the science and practice of veterinary medicine to improve animal and human health



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3. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
4. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
5. Chair – Chairperson of the IACUC
6. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
7. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
8. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
9. COCC – Central Oregon Community College
10. Guide – the *Guide for the Care and use of Laboratory Animals*
11. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
12. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
13. Clinical veterinarian – the Attending Veterinarian or designee

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 	11/12/16	Cindy Elston (AV)
		<ul style="list-style-type: none"> • 		