Reagent Labeling

The purpose of this SOP is to ensure the uniformity of labeling of all reagents used in the animal facilities. This SOP applies to all animal care and investigative staff who have occasion to dilute chemicals, transfer chemicals to secondary containers, or mix chemicals into compounds in an area where animal research, testing, or teaching occurs.

Policy

All reagents and solutions removed from their original container and not designated for immediate and complete use shall be labeled to indicate identity (i.e., full names—no chemical formulas, symbols, or acronyms), concentration, hazard statement, and expiration date.

The label shown below is to be used in all animal facilities. The label template is available on the IACUC web site and uses Avery Label Template 5163. Animal users are expected to purchase and print the labels or print the labels onto plain paper to be affixed with tape.

Using a permanent ink sharpie marker, indicate the following on the label:

- **Chemical name**: full names—no chemical formulas
- **Concentration** of the chemical
- **Hazard statement**, found in Section 2 of Safety Data Sheet (SDS) for the chemical or on the original chemical container (examples include: flammable, toxic, carcinogen, etc.)
- Circle appropriate **signal word**, either DANGER or WARNING, found in Section 2 of the Safety Data Sheet (SDS) for the chemical or on the original chemical container. (DANGER indicates a more severe hazard and WARNING indicates a less severe hazard.)
- **Date**
  - Check the appropriate box to identify what the date represents (e.g., when chemical was prepared, when container was opened, or when chemical expires).

Outdated reagents and solutions shall not be used. Reagents with no labels or illegible labels shall not be used. Reagents appearing deteriorated shall not be used.
For solutions used in routine housekeeping or decontamination procedures, a stock tank or carboy is prepared, labeled with details as described above, and distributed to spray bottles which are also similarly identified.

All chemicals, cleaning agents, disinfectants and concentrates in the original containers and for which an expiration date cannot be determined shall be labeled with the date the item is received and the date when the container was first opened. The date can be recorded directly on the original container with a permanent marker.

**EXAMPLES (PLEASE READ BOTH PAGES OF THIS SOP)**

1. a. Chemical: Quatricide PV-15
   b. Dilution: 1:256 dilution (1/2oz. or 15ml Quat/1 gallon water).
   c. Signal word: Danger
   d. Date: write in the expiration date, which for Quatricide PV-15, is 14 days after being mixed

   Example of use: Cat room floors (for free roaming cats); rodent and chicken room disinfection.

   ![Quatricide PV-15 label](image)

2. a. Chemical: Clidox S (high level disinfectant)
   b. Dilution: 1:5:1 dilution (1 part base:5 parts water:1 part activator)
   c. Signal word: Danger
   d. Date: write in the expiration date, which for Clidox S, is 14 days after being mixed

   Example of use: High level disinfectant suitable for room decontamination using fogger, BSL-2 & ABSL-2 applications.

   ![Clidox S label](image)