Institutional Animal Care and Use Committee (IACUC) Policy

Chemical Labeling

1. Background

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

2. Policy

All chemicals and solutions removed from their original container, not designated for immediate and complete use shall be labeled to indicate identity (i.e., full chemical or product names—no chemical formulas, symbols, or acronyms), concentration, hazard statement(s), signal word, and date. The non-original containers shall be compatible with the chemicals that are placed inside.

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.

| CHEMICAL NAME |
| CONCENTRATION |
| HAZARD STATEMENT |
|               DANGER WARNING |
| DATE |
| □ PREPARED □ CONTAINER OPENED □ EXPIRES |

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

- **Chemical name**: full chemical or product names—no chemical formulas
- **Concentration** of the chemical—mixtures or solutions must include a list of constituents and their concentrations.
• **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.) If non-hazardous, indicate “non-hazardous” on hazard statement line.

• 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.) If non-hazardous, cross out signal words.

• The **date** listed should be the date the chemical expires and should be discarded. If a chemical does not expire, listing the date prepared or opened is adequate. Check the appropriate box to identify what the date represents (e.g., when chemical was prepared, when container was opened, or when chemical expires).

Expired chemicals and solutions shall not be used. Chemicals with no labels or illegible labels or chemicals appearing deteriorated shall be disposed of properly.

For solutions used in routine housekeeping or decontamination procedures, a stock tank or carboy should be prepared, labeled with details as described above, and distributed to spray bottles which are also similarly identified.

Refer to the manufacturer’s recommendations regarding the expiration date of prepared or diluted chemicals.

All chemicals, cleaning agents, disinfectants, and concentrates in the original containers for which an expiration date cannot be determined shall be labeled with the date the item was received and the date when the container was first opened. The date can be recorded directly on the original container with a permanent marker. Chemicals that remove permanent marker may need to have the date rewritten as it wears off. Containers containing chemicals must have a leak-proof lid.

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

1. Chemical: Quatricide PV-15
   a. Dilution: 1:256 dilution (1/2oz. or 15ml Quat/1 gallon water)
   b. Signal word: Danger
   c. 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.
2. Chemical: Clidox S (high level disinfectant)
   a. Dilution: 1:5:1 dilution (1 part base:5 parts water:1 part activator)
   b. Signal word: Danger
   c. 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 and ABSL-2 applications.

3. References and Regulations

   Direct questions about this document to: Institutional Animal Care and Use Committee, Iowa State University, 515-294-1516, iacuc@iastate.edu