

Utarbeidet av AÅ Godkjent av	SOP Working with cytostatic drugs	Versjon: 2,0 Utarbeidet: 06.12.12 Revidert: 30.09.14 Oppdatert: 14.02.17
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1. Purpose

This procedure shall secure a safe working environment for the staff working at Comparative Medicine Core Facility, and make sure no one is exposed to cytostatic drugs.

The procedure is valid for all work involving cytostatic drugs at the unit, if the risk assessment shows that this SOP is sufficient for securing a safe working environment.

2. Responsibility

- Head of unit is responsible for offering a safe working environment at the unit, and for making all relevant procedures and protective equipment available at the unit.
- The staff is responsible for working in accordance with all relevant procedures.
- If a new drug or procedure is introduced to the unit, the person in charge of the project must make a safety sheet available for head of unit, perform a risk assessment for the work and make a separate SOP if necessary.

3. Definition

Cytostatic drugs are cytotoxic, and therefore damaging to the cells of our body. This means that the drugs have the potential of being carcinogenic, by skin contact, inhalation or ingestion.

4. Protective equipment:

Hair net, P3-mask, protective goggles (if you are working with undiluted drugs), gloves of standard EN 374-2 and disposable lab coat covering the arms are mandatory.

5. General rules

- Only personnel with necessary training are allowed to work with cytostatic drugs, and animals treated with such drugs.
- If the drug is stored at the unit, inform the head of unit. Label all containers with name of drug and danger classification. Person responsible for the drug and head of unit must find an appropriate place to store the drug and inform the staff.
- Pregnant women shall not work with cytostatic drugs or animals treated with the drug.
- Inform head of facility before you start the treatment. We need to make sure the cages are set on negative pressure.
- All injections should, if possible, be performed in a safety cabinet. Cover the working

area with bench paper. If this is not possible, use a down ventilated table, with bench paper, but make sure to keep the external parts of the ventilated area open.

- If possible, mix and dilute the cytostatic drug before it is taken into the unit.
- If dilution in the unit is necessary, use the safety cabinet in the operation room.
- Only involved staff should stay in the room at the time of dilution and injection.
- Put a disposable plastic cage inside the normal cage before treatment.
- Remove all unnecessary equipment from the working areas.
- Press air out of syringes against a compress, to avoid making aerosols.
- Immobilize animals when injecting cytostatic drugs, if necessary use anaesthesia.
- Put the date of all treatments on the cage card.
- Make sure all cages are clearly labeled after injecting cytostatic drugs, with the unit's cytostatic drug labels.
- For the technicians: change the cages in the safety cabinet, after the quarantine period for the drug in question (3 days after the last treatment is standard quarantine period, but it might be longer for some drugs).
- Put the plastic cage containing dirty bedding in a designated yellow container.
- Wipe lids and cages with alcohol and water inside the safety cabinet before they are taken to the washing room. Put paper towels in the yellow container.

6. Cleaning up

- Clean working areas with chlorine (5 %), then soap and water.
- Wash hands properly before and after removing gloves.
- Put all waste material in a designated yellow container.

7. Accidents

- All accidents should be notified to the head of unit and also reported in NTNUs system for HSE accidents.
- Injection through skin: squeeze the wound until it bleeds. Wash it with soap and water. Notify head of unit and contact your doctor.
- Contact with skin: wash with soap and water.
- Contact with eyes: flush with water or NaCl (use equipment for eye flushing, available in operation rooms). Contact your doctor.
- Spill on equipment: use paper, wash with chlorine (5%), then soap and water.