

Labeling Requirements for Materials Transferred into Animal Facilities

The purpose of this guideline is to ensure that all experimental agents used on the NCI at Frederick campus are properly identified by a label at the time of use. Various primary and secondary containers are used to transport experimental agents (chemical, biological, infectious, etc.) into the animal facilities. These containers are then transferred to facility staff for the purpose of dosing animals on an experimental protocol. It is important that these containers are properly labeled for many reasons, including:

- Identification of the agent;
- Verification of approved use on an Animal Study Proposal [ASP];
- Adherence to proper personal protective equipment and Safety Data Sheet requirements;
- In the event of an accident, correct and timely treatment of the individual by Occupational Health Services.

The ACUC requires the following information be included on the primary and secondary containers irrespective of the types of containers used:

- Agent Name and concentration
- ASP number and other identifying names¹
- Preparation date
- Expiration date

¹ Identifying names (PI name, etc.) required only for materials used in shared space.

Additional information, such as group designation, may also be included at the PI's discretion. Labels must be legible and affixed directly onto all containers so the product remains clearly identifiable after removal from the secondary container.

A study set-up sheet or experimental protocol must accompany the agent, and staff must verify that the label matches the protocol before use.

****Please note that LASP management will strictly enforce this requirement and any improperly labeled containers will not be accepted.**