

SOP: Distribution, use and documentation of medicines in animal experiments

General information

Prescription-only medicines or prescriptions for prescription-only medicines for use in laboratory animals may only be distributed and issued by the responsible veterinarian (as designated persons responsible for the veterinary medicine chest).

Medicines must be stored separately from other substances and in such a way as to prevent access by third parties. Lockable medicine boxes are available to each working group for this purpose.

The respective manufacturer's information on storage and shelf life as well as instructions for use must be observed in order to guarantee the efficacy of the medicine and the safety of the user.

The date of opening, the abbreviation of the user's name and the name of the AG in shared laboratories must be noted on the primary packaging.

Issue of prescriptions

As a rule, medicines are obtained via prescriptions which are issued by the veterinary medicine chest and then redeemed in a pharmacy.

In order to issue prescriptions, the following information in particular is required in addition to information on the person/working group and medicine:

- Reason for use
- Project number(s) for which the medicine is to be applied

Once the prescribed medicine has been collected, the collection receipt with the batch number of the medicine must be returned to the veterinarian.

Documentation of the application

The use of each prescription medicine must be documented separately for each type of medicine using the form „*Medicine/Opioid release and use documentation in animal experiments*“.

On the document header, the medicine name, the project numbers for which the drug is used, the users' names incl. abbreviations as well as the leaders and deputies of the projects are to be indicated.

The following must be recorded for each medicine package:

- the batch number of the respective original package (batch-no. / Charge),
- the quantity of the medicine contained in the original package (quantity at release),
- for each individual animal (animal no.) the quantity of the medicine administered (application quantity) on the date of use (application date) and the residual quantity remaining (remaining quantity),
- the respective project number
and
- the experimenter (user name abbreviation).

The recording can be continuous according to the template. However, once the medicine has been used or has expired, it is necessary to return the completed form, signed by the head/representative, to the veterinary medicine chest. Only then can a further delivery or prescription take place. The dispensing and application documentation is kept for 5 years.

Production of pharmaceutical mixtures and dilutions

The persons registered within the framework of the approved animal testing project are entitled to produce and use drug mixtures and dilutions independently according to the instructions of the veterinarian (SOP). These must be labelled with content description, date of manufacture, project number, working group and contact person and used or discarded on the same day.

Disposal

Unneeded remainders or expired medicines must be returned to the veterinary medicine chest. These will then be disposed of properly.

Disposal with household waste or waste water is not permitted!

Specific handling of opioids (BtM)

The purchase of opioids (BtM) is carried out exclusively via the veterinary medicine chest. BtM are supplied to the recipient only in partial quantities for direct use and only within the framework of approved animal experiments.

The use of BtM on animals is to be documented on the form "*„Medicine/Opioid release and use documentation in animal experiments“*".

Residual BtM (even smallest quantities) must be returned to the veterinary medicine chest and destroyed in the presence of two witnesses. The destruction is recorded.

Isoflurane storage

Isoflurane is a volatile inhalation anesthetic which, if released uncontrollably, can lead to drowsiness or even loss of consciousness. Isoflurane bottles should therefore always be kept tightly closed and well ventilated in the chemical safety cabinet under the fumes for safety reasons. Accordingly, Isoflurane must be stored separately from other substances and in such a way as to prevent access by third parties (e.g. in a medicine box).