



TITLE:
Guillotines in NINDS Managed Animal Facilities

PURPOSE:

The purpose of this SOP is to ensure that guillotines are kept in proper working order. The contents of this SOP apply to all personnel in the NINDS/NIDCD/NCCAM who have approved animal studies authorizing the use of a guillotine.

GENERAL INFORMATION:

Proper working order: The blade movement must be smooth with no obvious binding or resistance. The blade must be sharp, rust-free, clean and able to decapitate with minimal force. In addition, a log must always be kept with the guillotine and must contain sharpening, usage and cleaning dates.

Anyone using a guillotine must ensure it is in proper working order prior to its use. If a guillotine in the animal facility is not working properly, please report this to AHCS management so it can be sent out for service.

The NINDS/NIDCD/NCCAM Animal Care and Use Committee (ACUC) will ask to review the guillotine logbook during the semi-annual review of labs, animal holding facilities, and program review.

PROCEDURES:

- A. A logbook for each guillotine should be located near the guillotine and each use must be recorded.
- B. Anyone using a guillotine must ensure it is in good condition prior to its use.
- C. Personnel using a guillotine are responsible for proper cleaning after each use and adding lubrication as needed with silicon spray or instrument milk. Investigators (PI) may contact the Assistant Project/Facility Manager (AP/FM) or Project/Facility Manager (P/FM) if they need lubrication for their guillotine.
- D. Guillotine sharpening is done at a minimum of every twelve months or more often if needed.
 1. The frequency of sharpening depends on both frequency of use and the species being euthanized. Guillotines which have not been used since the time of the last sharpening are exempted but must be sharpened a year from being returned into service.
 2. For example, using the guillotine only 1-2 times per month may require less frequent sharpening than heavy use (many animals, 4-6 times per month).
 3. Species will also influence how often blades should be sharpened. For example, 10-20 mice euthanized 2-3 times per month may require less frequent sharpening of blades than 5-10 guinea pigs 2 times per month.
 4. In short, use common sense. The best cutting blade dulls after use.
- E. Persons responsible for guillotine(s) must maintain a log book which should include the following information:
 1. Identification number of the guillotine.

2. Room location.
 3. Person responsible for maintenance and repair.
 4. Usage tracking (i.e. date, species and number of animals euthanized).
 5. Date of blade sanitization and sharpening (to be done annually or more frequently if use requires).
- F. Daily Use:
1. Before using the guillotine, check for rust, blade sharpness, ease of blade movement and cleanliness.
 2. After use, rinse the entire guillotine under fast-running cold water to remove any blood and tissues.
 3. With blade in the closed position, carefully scrub the base with disinfectant to reduce gross contamination.
 4. A final alcohol rinse will assure evaporation and reduce the need to hand-dry the equipment. Turn the guillotine upside down with the blades opened to facilitate drying.
- G. Maintenance:
1. AHCS Staff is responsible for guillotine maintenance in NINDS/AHCS Managed Animal Facilities.
 2. If an investigator needs to have a guillotine sanitized and/or blade sharpened, the AHCS will assist in this service.
 - i. Bring the guillotine to be serviced to AP/FM or P/FM and provide a CAN and PI name for billing of the sharpening service.
 - ii. If a replacement guillotine is needed while yours is being sharpened, contact the AP/FM or P/FM to receive a temporary replacement.
 - i. The logbook must accompany the replacement guillotine.
 - ii. The log must be completed when the guillotine is used, and all use instructions above must be followed.
 3. Only qualified personnel should take a guillotine apart. The AHCS management can provide assistance, if this is needed.
- H. Sharpening:
1. Prior to sharpening or more often if needed, the guillotine should be sanitized by running the guillotine through a laboratory dishwasher or the tunnel washer in a basket. Contact the AP/FM or P/FM to request sanitization using the tunnel washer.
 2. Sharpening must occur once every twelve months as described in section D above.
 3. After sanitizing, the guillotine is taken to Bldg.13, 3rd Floor, room 3W24 for sharpening. The sharpening should take no longer than two weeks.
 - i. If you need assistance in coordinating with the machine shop, you may contact the AP/FM or P/FM. They will need the PI's CAN (to bill the charges), PI name, your name and contact information.
 4. Once the work order has been placed, an email from Division of Scientific Equipment and Instrumentation Services (DSEIS) will be sent to the person who delivered the guillotine with the work order information. Follow the link in the email to view the work order.
 5. When the work has been completed, another email will be sent from DSEIS to inform you that the work has been completed and the guillotine can be picked up.
 6. After receiving the guillotine, it should be sanitized, and an entry should be noted in the logbook.

7. If the AHCS Staff has coordinated the delivery and pick up of your guillotine, the staff will sanitize it and contact you for pick up from the animal facility.
 - i. If a replacement guillotine was being used, please ensure that the guillotine and the logbook are returned.
- I. Replacement:
 1. The staff at the machine shop will determine if the blades can be sharpened or should be replaced.
 2. If the blades cannot be sharpened, the guillotine should be taken apart and the blades disposed of in a sharp's container. Place the stand in the dumpster, NOT as MPW.

REFERENCES: None

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Updates:

7/8/19

- Removed attachment