

UNIVERSITY OF TEXAS AT ARLINGTON

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

GUILLOTINE MAINTENANCE SOP

1. Responsibilities

- A. It is the responsibility of Principal Investigator (PI) to maintain guillotines that are used for decapitation.
- B. It is the responsibility of the PI to enter required information (see below for detail) into a log book for each guillotine.
- C. PIs are responsible for ensuring their personnel are trained and familiar with the use and maintenance of the guillotine.

2. Definitions

Guillotine - A machine with a heavy blade sliding vertically in grooves, used to decapitate small animals.

3. Procedures

- A. Cleaning the guillotine:
 - i. After each decapitation, personnel shall rinse and/or wipe down the guillotine and surrounding area to remove all blood and tissue.
 - ii. At the end of each day/session of use and before returning the guillotine, PIs or their personnel shall wash the guillotine with soap or detergent and dry it.
- B. Records/Log of cleaning
 - i. The cleaning of the guillotine shall be noted in the guillotine log book.
 - ii. The number of animals decapitated shall be noted in the log book by investigators or their personnel.
- C. Testing and sharpening
 - i. Before each day's first use and after the last use, PIs or their personnel must check the guillotine blade for sharpness using ¼ inch OD (outside diameter) vinyl or polyethylene tubing which will be supplied by the PI. It is the responsibility of the PI to ensure the guillotine is functioning properly before using it on animals. The PI may contact the Animal Care Facility (ACF) Manager for assistance with procurement of tubing.
 - ii. If the blade does not cut the tubing cleanly in one attempt, the blade will need to be sharpened before use.
 - iii. Personnel performing this test must document the test in the log book and whether or not the guillotine "passed".
 - iv. If the guillotine does not pass the test, the blades should be sharpened by an outside vendor (Fort Worth Shaver and Appliance at 1900 Montgomery Street, Fort Worth, TX), or the unit should be sent to acquire replacement blades. Contact the ACF Manager to arrange for maintenance. The type and date of maintenance shall be noted in the log book by the ACF Manager.