

**STANDARD OPERATING PROCEDURES**  
DIVISION OF COMPARATIVE MEDICINE  
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1165.2

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**TITLE:**

3. Use and Maintenance of Guillotines and Scissors
  - a. **Decapitation must be performed in a location that is separate from a housing room** where live animals are kept, preferably in a **necropsy room**.
  - b. Decapitation equipment should not be moved from room to room. If relocation is necessary, equipment should be cleaned and disinfected before and after relocation.
  - c. If using a guillotine, place on a stable surface before use and during operation. Decapitation should be performed in an area that is conducive to tissue derivations and with little personnel traffic.
  - d. The use of plastic cones such as DecapiCone<sup>®</sup>, for animal restraint is recommended to provide adequate restraint, minimize distress, improve positioning and enhance proper safety.
  - e. Always ensure hands and fingers are away from the blade.
  - f. Do not depress the lever or close scissors until fingers are out the blade's path.
  - g. Decapitation equipment must not be used until proper training has been completed and documented in accordance with **IACUC Principle XX.5**, using **CMDC 222**.
  - h. Decapitation equipment must have sign SC #272 attached to it.
4. Cleaning after each use:
  - a. Rinse decapitation equipment under forceful water to remove blood and tissues.
  - b. Clean with disinfectant (e.g., Oxivir Tb).
  - c. Turn the guillotine upside down ensuring blades are open to facilitate drying.
  - d. Dry scissors in an open position.
5. Ensure guillotines are lubricated as needed with a silicone lubricant.
6. **Guillotine and scissor blades must be replaced when deemed not sharp enough to perform adequately.**
7. Functional testing of decapitation equipment is required prior to use. Testing the function of guillotine or scissors may be done using an already euthanized animal prior to use. Functionality testing that results in an incomplete decapitation will require replacement of the guillotine or scissors.
8. Inoperable blades or scissors must be disposed of in a sharps container.

**Approved:**

**Date:**