

Document Number: ANP002	<b>RECEIPT, STORAGE AND USE OF LABORATORY ANIMAL FEED</b>  <u><b>CONFIDENTIAL INFORMATION</b></u> <b>MOLECULAR MEDICINE RESEARCH INSTITUTE</b>	Effective Date: January 2005
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## 1.0 OBJECTIVE

- 1.1 The objective of this procedure is to describe procedures for the receipt, storage, use, and documentation of laboratory animal feed.

## 2.0 SCOPE

- 2.1 This procedure applies to laboratory animal feed used in the MMRI Animal Care Facility.

## 3.0 POLICY

- 3.1 It is the policy of MMRI to establish written and approved procedures to ensure that correct types of animal feed are used and that feed is used prior to expiration date.

## 4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of the Manager of the Animal Facility or designated alternate to implement this procedure and revise it when necessary.

## 5.0 PROCEDURE

### 5.1 Definitions

- 5.1.1 Standard Laboratory Animal Feed: Laboratory animal feed is specifically formulated and manufactured to sustain laboratory animals according to specific nutritional requirements for each species.
- 5.1.2 Certified Laboratory Animal Feed: The same formulation as standard feed yet each batch is assayed for nutritional ingredients and contaminants. Manufacturer's feed analysis report will be available.
- 5.1.3 Special or Supplementary Feed: Feed that is not routinely used, or is used as a dietary supplement. Can include canned food, fresh fruit, fresh vegetables, test diets, or prescription diets offered to laboratory animals.

- 5.2 Check the delivery of incoming laboratory animal feed for the following:

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- 5.2.1 Correct type of feed as ordered.
- 5.2.2 Correct quantities received as ordered.
- 5.2.3 Condition of the bags (reject open, torn, molded or water damaged bags).
- 5.2.4 Milling date. (should be less than 5 months prior to date of receipt)
- 5.3 Receipt of Feed
  - 5.3.1 Complete an Animal Feed Card (Appendix I) and attach to each bag of feed.
  - 5.3.2 Store lab feed in a designated food storage area(s) on elevated pest resistant racks, carts, pallets, or in feed bins.
- 5.4 If specified by Manager of Animal Care Facility/Animal Research Department feed should be autoclaved as soon as possible after receipt.
  - 5.4.1 Apply autoclave tape to bag. Write a date and "feed" on tape.
  - 5.4.2 Autoclave on "vacuum dry" or "quick dry" cycle at 200 - 220°C for 20 minutes. Stack bags such that the steam has access to most surfaces.
  - 5.4.3 Allow air to circulate around bags as they cool. Check the autoclave tape for black lines, to insure proper sterilization.
  - 5.4.4 Check the bags for tears. Store the bags in the feed room.
  - 5.4.5 Record Autoclave Date on the feed cards.
- 5.5 Buy small quantities of food (4-6 weeks supply). Rotate stock by milling dates and discard upon expiration date. Generally the first feed into the facility is the first feed to be used or discarded.
- 5.6 Transfer lab feed to designated rooms when needed and put opened bag into sanitized plastic feed containers.
- 5.7 Tape the Animal Feed Card, from the bag, to appropriate feed containers. Attach the autoclave tape from the bag to the back of the feed card. Mark room number and date of use on card.
- 5.8 Use each container (bag) of feed until it is gone or expired. Different lots of lab feed must not be mixed or added to open lots of feed.

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- 5.9 Animal Feed Cards from used lots of feed are to be placed in the envelope marked "Feed Cards", located in the feed room.
- 5.10 Every month, remove the Feed cards from the envelope and attach them to their corresponding Purchase Order Requisitions. One card from each lot (mfg) received is sufficient.
- 5.11 Empty containers must be washed, dried and contain a new plastic liner before new feed is transferred.
- 5.12 Special or Supplementary diets are handled by the lab animal technicians or appointee and stored accordingly. Documentation of special or supplementary diets is maintained in individual animal records or in the study raw data file.

## 6.0 APPENDICES

- 6.1 Appendix I - Animal Feed Card

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## APPENDIX I

### ANIMAL FEED CARD

Logo		<b>Animal Feed Card</b>	
Type of Food:		Receipt Date	
Catalog #:		Expiration Date:	
Vendor:		Autoclave Date:	
Lot #:		Date Opened:	
P.O. #			
Room #:			
Species:		Initials:	