

Document Number: ANP024	ANIMAL RESEARCH FACILITY MAINTENANCE <u>CONFIDENTIAL INFORMATION</u> MOLECULAR MEDICINE RESEARCH INSTITUTE	Effective Date: MAY 2016
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1.0 OBJECTIVE

- 1.1 The objective of the Standard Operating Procedure is to describe the routine maintenance of the MMRI Animal Care Facility which includes individual animal rooms / procedure rooms and related equipment

2.0 SCOPE

- 2.1 This standard operating procedure applies to all of the animal rooms / procedure rooms in the Animal Care Facility and all of the equipment within those rooms. This procedure covers the sanitation and maintenance of the entire facility, sanitation of the animal rooms / procedure rooms and sanitation of the racks, hoods and related equipments

3.0 POLICY

- 3.1 It is the policy of MMRI to establish written and approved procedures to ensure the health and well being of the animals used in research by educating all personnel utilizing animals.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of the Animal Research Manager or designated alternate to implement this method and revise it whenever necessary.

5.0 REFERENCES

- 5.1 Guide for the Care and Use of Laboratory Animals, National Research Council, National Academy Press, 2011
- 5.2 SOP #ANP015, Preparation of Sanitizing Solutions
- 5.3 SOP #ANP023, Routine Animal Care

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6.0 PROCEDURE

6.1 Animal Facility

6.1.1 Animal Facility/Room Access

- 6.1.1.1 The main door to the animal facility is to remain closed at all times.
- 6.1.1.2 Access to the animal rooms is granted by the Manager of Animal Research or by designated alternate by obtaining ACUC approval (i.e., approved protocol).

6.1.2 Animal Room Environment

- 6.1.2.1 Maintain each animal room at the following parameters:
Temperature - 64°F - 76°F
Humidity - 35% - 55%
Light/Dark Cycle - 12 hours each (7 a.m. to 7 p.m.)
- 6.1.2.2 Any deviations from these parameters for research purposes must be approved by the IACUC.
- 6.1.2.3 On a daily basis, check the high and low environmental parameters for each room.
- 6.1.2.4 The person performing this duty should place his/her initials on the animal and procedure rooms checklist (Vivarium Log)6.1.3
Animal Facility Sanitation
- 6.1.2.5 Sweep the hallway floor daily or as needed
- 6.1.2.6 Wash/mop the hallway floor with water and disinfectant daily or as needed
- 6.1.2.7 Wash/mop the floor in the cage cleaning and storage areas daily or as needed with an appropriate disinfecting solution.
- 6.1.2.8 Remove all waste (animal, ordinary and biohazard) daily or as needed
- 6.1.2.9 Clean and defrost the animal carcass freezer with an appropriate disinfecting and deodorizing solution at least once every six months.

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6.1.2.10 Sweep out the feed and bedding storage areas at least once a week.

6.1.2.11 Check for pests in all storage rooms and cleaning areas daily.

6.2 Animal Room Sanitation

6.2.1 Remove loose bedding from all the rack shelves once a week.

6.2.2 Sweep the room floor daily.

6.2.3 Mop the floor with water and disinfectant once a week.

6.2.4 Remove all waste (animal, ordinary and biohazard) daily

6.2.5 Check the floors and corners for evidence of pests daily

6.2.6 Spray carts with disinfectant and wipe off debris

6.2.7 IVC Cage Racks

6.2.7.1 Dust and wipe racks at least once a month, or when needed for incoming animals

6.2.7.2 Replace and wash pre filters from blowers once in 6 months

6.2.7.3 Replace Hepa filter in blowers once in 5 years

6.4 Daily Inspection / Record Keeping

6.4.1 The Animal Facility and each animal room/procedure room should be inspected once a day to insure that they are clean and being maintained properly.

6.4.2 The animal care technician or designee records the following information on Vivarium Log:

Daily Items

Animal Health
Water/ Feed
Max and Min Temperature
Max and Min Humidity
Floors Swept/Mopped

Weekly \ Monthly

PPE replenishing
Gas Tank levles check
Disinfectant check/refill
Sharps container check/replace
Cage changes/dumping bedding

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Animal deaths
Pest checks
Trash put out

Biohazard bin check/replace
Vacuum shaver emptying
Animal carcass freezer pick up

- 6.4.3 Post the phone numbers of the investigators or persons responsible for the animals in a conspicuous place in case of emergency.

7.0 APPENDICES

- 7.1 Appendix I - Vivarium Log / Facility Maintenance Log

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check/Replace																			
Bi-Weekly																			
Change cages/ Dumping bedding																			
Biohazard bin check/ Replace																			
Vacuum shaver emptying																			
Empty animal carcass freezer/ Stericycle pick up																			
Monthly																			
Sanitize Rack																			
Hoods cleaned /vacuumed																			
Hoods cleaned /vacuumed																			

Animal Room Environmental Parameters Ranges:-

Temperature: 70°F ± 6°F (21°C ± 3°C) **Humidity:** 50% ± 5% **Light/Dark cycle:** 12 hours each (7am to 7