



**Division of Research  
Comparative Medicine**

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<b>SOP # 100</b>	<b>Title:</b> Receiving and Storage of Rodent Food and Bedding
<b>SCOPE:</b> This SOP is applicable to all Comparative Medicine personnel involved in receiving food and bedding for all rodent facilities.	
<b>SOP OWNER:</b> Facilities Manager	
<b>PURPOSE:</b> To outline the proper procedures for receiving food and bedding.	
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**References**

1. SOP900: Care and Use of Animal Transport Vehicle(s)
2. *Guide for the Care and Use of Laboratory Animals*. National Research Council; National Academy Press, Washington, D.C., 2011

**1. Responsibility**

- a. Animal Care Technician(s)
  - i. Adhere to procedures as outlined in this SOP.
  - ii. Document all activities as outlined below in Record Keeping.
  - iii. Inform Facility Manager and Administrative Specialist immediately about any discrepancies upon delivery.
- b. Facility Manager
  - i. Adhere to procedures as outlined in this SOP.
  - ii. Ensure procedures are followed as outlined in this SOP.
  - iii. Ensure appropriate training is provided to particular personnel performing this function.
- c. Training Coordinator

- i. Adhere to procedures as outlined in this SOP.

## **2. General**

- a. Eating, drinking, chewing gum, and applying cosmetics is not permitted within the facility.
- b. Appropriate PPE has to be worn and universal precautions followed when working with rodents.
- c. Food and bedding bags are heavy and require caution and proper handling techniques.
- d. In the event of an injury, notify Facility Manager immediately and complete injury report.

## **3. Preparation**

- a. On a weekly to bi-weekly basis, technicians will provide the FM with their food and bedding order (Tuesdays for Lab Supply and Thursdays for Envigo)
- b. Rodent food and bedding ordered from Lab Supply is typically delivered on Thursdays or Fridays. Envigo is typically delivered on Mondays.
- c. The Facility Manager will provide the technicians with a list of expected items prior to arrival.

## **4. Procedure**

- a. The vendor delivery person will call the laboratory mobile phone (the senior lab tech's subsidized phone for Jupiter) upon arrival, and the technician will bring a clean cart(s) and a bottle of disinfectant outside to meet the delivery van.
- b. Spray the cart with disinfectant prior to the van driver placing the bags on it.
- c. Check all bags for any damages or contamination and check the shipping label to make sure it is the correct delivery.
- d. Spray each bag down with disinfectant, as they are placed on top of one another.
- e. Once done loading the bags onto the carts, the driver will present the delivery confirmation for the order. Verify that the quantity and type of food and bedding received is what is listed on the order form. Sign and retain packing slip from the vendor.
- f. Transport the food and bedding to the dirty hallway of the vivarium; spray the bags with disinfectant. Leave the cart for 15 min or longer depending on the contact time of the disinfectant used.
- g. Once the disinfectant time has been reached, transport the cart to the food and bedding room, and unload the cart onto the shelf.
- h. Organize the bags of bedding according to the milling date. The newer ones should go on the bottom of the stack and the older ones go on top.
- i. Locate the milling date on the food bags and count forward 6 months from that date to calculate the expiration date.
- j. Write the expiration date as well as the food type on each bag with a permanent marker, in large print, so that it is easily localized and legible.
- k. Organize and place the food bags on the storage shelf according to the type of food that it is, making sure they are stacked in order by what expires first (top), to what will expire last (bottom).
- l. Inform the Facility Manager via email that the food and bedding order has arrived, and save the packing slip.

- m. **Note:** When food and bedding is transported between buildings, it's done via the Animal Transport Vehicle. The Animal Transport Vehicle will be sanitized before and after transport.
5. **Storage and Use of Food and Bedding**
- a. In general, food will be stored for up to 4 weeks. During hurricane season, food may be stored up to 3 months.
  - b. The *Guide* requires storage of feed at temperature not exceeding 70°F and at humidity not exceeding 50% to avoid feed deterioration and preserve nutritional values. Ideally, these environmental parameters should be observed.
  - c. An approved IACUC exemption to *The Guide's* recommended upper temperature and humidity levels in the storage room allows temperature to be maximum 74 degrees Fahrenheit and 70% humidity. Inform the FM if these levels are exceeded.
  - d. When distributing food into airtight containers, check that food is free of any discoloration, moldiness, wetness, stickiness, etc.
    - i. If that standard is not met, set the bag aside for the FM, mark it "DO NOT USE" with permanent marker, and inform the FM.
    - ii. The FM will document and report any issues to the company of origin, check the storage conditions and/or investigate into any other reason for spoilage of feed.
  - e. All food must be stored in sealed containers. Sometimes food containers become warped in the cage washer or autoclave. Discard any warped containers and inform the FM who may need to order more.
6. **Record Keeping**
- a. The technician will save the packing slip for pick-up by the FM or deliver the packing slip to room 220 where the document(s) will be filed.

Review Date	Revision Date	Revision Number	Description of Revision
12/5/17	12/5/17	2	Added info on Lab Supply, added Jupiter info, removed food names, added Reference section, added storage and use section