

	<b>Title: Food Storage</b>	<b>SOP #</b>	AV 50-100
		<b>Version #</b>	1
		<b>Implementation Date</b>	11/13/2016
<b>Page #</b>	1 of 3	<b>Next Review Date</b>	11/13/2019
<b>Department</b>	Attending Veterinarian		

## Standard Operating Procedure

### **1. Purpose**

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To provide guidelines for food storage in teaching and research units.

The Animal Welfare Act, the Public Health Service Policy, the ILAR *Guide for the Care and Use of Laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Research and Teaching* require proper food storage as a component of the animal care program.

### **2. Scope**

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Pertains to all teaching and research units storing food for animals. Animal feed must be properly handled and stored to prevent contamination and loss of nutrient quality.

### **3. Responsibilities**

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Principal Investigators and/or Facility Managers must ensure proper storage of animal food.

### **4. Procedure**

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Bagged feed should be stored off the floor on pallets, carts, or racks and must not touch the wall in order to promote sanitation and avoid the harboring of pests.

Open bags of feed must be contained in vermin proof containers with tightly sealable lids. The expiration date of the feed and the type of feed must be labeled on the food container.

Food storage containers should not be transferred between areas that pose different risks of contamination.

Food storage containers and lids must be cleaned at least every 6 months. Food storage containers and lids must be replaced if they are damaged or cracked to insure protection of their contents.

All milled or bagged feed must be used by or discarded within 6 months of the milling date or by the manufacturer's expiration date. For bags arriving with no dates, indicate the date received and then use by or discard within 6 months of the arrival date. If a manufacturer

	<b>Title: Food Storage</b>	<b>SOP #</b>	AV 50-100
		<b>Version #</b>	1
		<b>Implementation Date</b>	11/13/2016
<b>Page #</b>	2 of 3	<b>Next Review Date</b>	11/13/2019
<b>Department</b>	Attending Veterinarian		

guarantees a shorter or longer shelf life, this can be included in the facility standard operating procedures (SOPs) with documentation from the manufacturer.

Food storage rooms must be kept at a constant cool temperature and low humidity to prevent spoilage. Storage at less than 100°F and below 50% relative humidity is recommended.

Feed with Vitamin C added (guinea pig and nonhuman primate chow) must be used within 3 months of milling date unless food is micro-encapsulated for Vitamin C which may extend the shelf life to 6 months (follow manufacturer's guidelines).

Fresh produce and other non-processed feed stuff must be properly stored and labeled. An acquisition date and discard date should be noted. Produce must be disposed of when spoiled; one week is a general maximum fresh produce can be kept. Some produce that does not turn or spoil in a one week period may be kept longer.

## 5. *References*

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1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition ([http://www.nap.edu/catalog.php?record\\_id=12910](http://www.nap.edu/catalog.php?record_id=12910)).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture ([https://www.aphis.usda.gov/animal\\_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf)).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3<sup>rd</sup> Edition, 2010 ([http://www.fass.org/docs/agguide3rd/Ag\\_Guide\\_3rd\\_ed.pdf](http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf)).

## 6. *Definitions*

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1. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
2. Facility Manager – individual who oversees the laboratory area(s), the housing area(s), and the care of the animals housed in a particular department/facility



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<b>SOP #</b>	AV 50-100
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<b>Implementation Date</b>	11/13/2016
<b>Next Review Date</b>	11/13/2019

**Page #** 3 of 3

**Department** Attending Veterinarian

3. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
4. Guide – the *Guide for the Care and use of Laboratory Animals*
5. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
6. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
7. USDA – United States Department of Agriculture – responsible for upholding and enforcing the Animal Welfare Act
8. ILAR – Institute for Laboratory Animal Research – provide the *Guide for the Care and Use of Laboratory Animals* to assist institutions in caring for and using animals in ways judged to be scientifically, technically, and humanely appropriate

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> <li>• New SOP</li> </ul>	11/13/16	Cindy Elston (AV)
		<ul style="list-style-type: none"> <li>•</li> </ul>		