



Title: Housekeeping in Facilities Housing Animals

SOP #	AV 50-101
Version #	1
Implementation Date	11/13/2016
Next Review Date	11/13/2019

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Department Attending Veterinarian

Standard Operating Procedure

1. Purpose

To establish guidelines for providing a clean and safe environment in animal facilities.

2. Scope

All components of the animal facility must be kept organized, clean and in good working condition as required by the Animal Welfare Act, 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*.

3. Responsibilities

Principal Investigators and/or Facility Managers should routinely inspect the facility to ensure cleanliness.

4. Procedure

“Buildings and grounds shall be kept clean and in good repair in order to protect the animals from injury and to facilitate the prescribed husbandry practices...” (*Guide*, pg. 51).

Animal facilities shall be kept free of clutter, unnecessary storage of equipment, and trash.

Animal housing rooms, prep rooms and surgery rooms shall not be used for storage. Only items needed for the specific tasks required shall be available in these rooms.

Hallways, support spaces, and storage areas must be cleaned regularly to prevent contamination.

Cleaning utensils (brooms, mops, etc.) ideally would be assigned to designated areas and kept in one location for use to prevent cross contamination. Room and facility order will be observed with respect to moving supplies between areas. Questions about acceptable traffic patterns can be directed to the Attending Veterinarian.

When equipment is shared between areas, it must be disinfected before being moved from one area to another.

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Utensils or equipment from biohazard or infectious areas or areas under quarantine should be sterilized or replaced to prevent transferring infectious agents to other rooms.

Utensils must be clean and in good working condition. Broken or frayed items must be replaced. Mops must be hung on the wall to dry, not set on the floor.

Waste containers and cleaning implements must be cleaned frequently. All waste containers used for animal disposal or animal bedding disposal should have disposable liners and tight fitting lids. Waste containers should be emptied daily at the end of the day.

5. *References*

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).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture, 2013 (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, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

6. *Definitions*

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
4. 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



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5. Guide – the *Guide for the Care and use of Laboratory Animals*
6. 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
7. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
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">• New SOP	11/13/16	Cindy Elston (AV)
		<ul style="list-style-type: none">•		