



**Title: Animal Facility Quality Assurance and Monitoring**

<b>SOP #</b>	AV 50-103
<b>Version #</b>	1
<b>Implementation Date</b>	11/13/2016
<b>Next Review Date</b>	11/13/2019

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**Department** Attending Veterinarian

**Standard Operating Procedure**

**1. Purpose**

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To provide standards for monitoring and quality assurance testing of equipment and of methods used to clean, sanitize, disinfect, and sterilize animal caging and associated equipment and supplies.

This policy also has provisions for testing equipment used for sterilizing supplies used for aseptic surgery in animals used in research and teaching.

**2. Scope**

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Pertains to animal facilities using automatic cage washers and rack washers and using autoclaves.

**3. Responsibilities**

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Facility Managers must develop standard operating procedures for quality assurance for their facilities and must keep a log or other record of testing, results and follow up.

**4. Procedure**

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Automatic cage washers and rack washers:

- Facilities shall test caging and other reusable husbandry supplies/equipment that have been recently washed, sanitized and dried quarterly using Rodac plates. No viable organisms should be found. Results must be logged.
- The temperature of the rinse water shall be logged at the beginning of each day prior to running the machine. Machines with an interlock preventing operation until the appropriate temperature has been reached are exempt from daily logging. The preferred minimum temperature is 180°F, or 140-180°F when the appropriate combination of chemical and heat has been achieved for sanitation. Monthly, a tri-temp or comparable temperature indicator will be run through cage washers and rack washers. Results will be logged and kept with machine records.
- Machines that are not functioning properly must be taken off-line until repaired and must be retested when brought back on-line.

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Hand washed cages:

- Cage washing residue shall be tested monthly using pH/litmus paper to ensure no caustic or acidic residue is left on the housing materials for facilities hand washing their cages.

Autoclaves:


- Autoclaves used for primary sterilization of caging supplies shall be monitored using a spore ampule or other equivalent bio indicator at least quarterly.
- Autoclaves used for sterilizing surgical supplies and packs shall be tested at least bimonthly using a spore ampule or other bio indicator.
- Autoclave loads shall use tape and other indicators (sterilization strips inside packs) for each item autoclaved.
- Machines that are not functioning properly must be taken off-line until repaired and must be retested when brought back on-line.

Other sterilizers used for primary sterilization of caging or surgical supplies must also use bio-indicators or other methods appropriate for the mode used.

High risk activities such as feeding raw diets, unpasteurized food stuffs or other work involving known or suspected sources of potentially pathogenic bacteria are subject to more stringent monitoring at the discretion of the Attending Veterinarian (AV). Raw food stuff and unpasteurized products may be a hazard to personnel and a possible source of pathogens for animals. Extra precautions shall be taken to ensure equipment and materials are properly sanitized and disinfected. Increased frequency of Rodac plate submissions may be implemented during high risk activities at the discretion of the AV or designee.

When submitting Rodac plates and spore ampules for analysis, the following information must be included with the submission:

- Date of test
- Location (building & room)
- Type of test
- What was sampled
- For Rodac plates, indicate what equipment or locations were tested
- For autoclaves, indicate cycle and location of ampule (for example, flash cycle on top of instrument, or full cycle inside pack).
- Also indicate if this is a routine test or a resample for unsatisfactory results

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A log or other record of testing, results and follow up shall be kept by the Facility Manager.

Results for all of the above mentioned testing modalities shall be available for review by the AV and/or IACUC staff during visits and inspections.

## 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](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

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
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



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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>		