



SOP #: 305.01

Title: SOP - Animal Bedding

Approvals:

Attending Veterinarian

Date:

10/11/12

Assistant Director LAR

Date:

10/12/12

1. Purpose

1.1 This procedure outlines the method of procuring animal bedding and describes accepted guidelines for the storage of these supplies and the procedures for dispensing animal bedding as part of routine husbandry and care of animals.

1.2 To ensure that all animal care personnel are adequately trained in the following procedures related to procuring and dispensing bedding and that these procedures are adhered to.

2. Responsibility

2.1 ACF Personnel

3. Definitions

3.1 ACF - Animal Care Facility

4. Guidelines

4.1 Bedding Quality Control Procedures

4.1.1 At FIU, all the bedding is evaluated for hepatic enzymes induction prior to consideration for purchase.

4.1.2 Before the introduction of any new type of bedding into the facility, the item is being investigated by the Attending Veterinarian/Director and ACF Manager/Assistant Director. The item is researched by analyzing the Certificate of Analysis, Certificate of Sterility (if applicable), proper conduct code and vendor, and

any other relevant information (such as storage requirement) or specifications required for use of the item. All the future lots of the product should comply with the specification established before acceptance by the facility.

4.2 Receiving:

- 4.2.1 The Animal facility Manager or designate shall order and maintain adequate bedding supplies appropriate for the type and number of animals housed in the facility at any given time.
- 4.2.2 All bedding bags shall be examined for damage prior to placement in the designated storage area.
- 4.2.3 The receipt date shall be recorded in bold numbers with a permanent marker on each bag of bedding received.
- 4.2.4 Bedding is stored in a designated area that is completely separate from all animal access and chemical storage. This area is dry and secure. Non-chemical methods of pest control may be used, when required.

4.3 Approved Rodent Bedding Types

- 4.3.1 Please add the type used
- 4.3.2 Please add the type used

4.4 Changing the Bedding

- 4.4.1 Placing fresh bedding into rodent cages should take place in a clean area.
- 4.4.2 Cages must be dry before bedding is placed in them.
- 4.4.3 Enough bedding should be used to keep animals dry between cage changes.
- 4.4.4 Cages may have bedding placed in them in advance of scheduled change outs, but should not be left overnight in storage without protective covering to prevent contamination of clean bedding.
- 4.4.5 Stacks of stored bedded cages should have a microisolator filter top placed on top cage to limit exposure to airborne contaminants.
- 4.4.6 If the cages are intended to be used for immunodeficient animals, the use of irradiated bedding is recommended. Alternatively, bedding can be autoclaved. Cellulose bedding can be autoclaved inside of the cages, but this method is not recommended for other types of bedding (check with the ACF Manager before attempting to autoclave new type of bedding). During autoclaving, appropriate drying times should be used.

4.5 Bedding Storage:

- 4.5.1 Bedding is stored off the floor on a rack in a fashion intended to preserve the quality and prevent contamination.
- 4.5.2 When bags are opened, bedding is stored in designated plastic barrels with wheels and tight fitting lids.
- 4.5.3 Facilities are maintained on a vermin control program with regular inspections by the contract pest control service.

4.6 Monitoring Bedding Storage Areas:

- 4.6.1 Bedding storage rooms are routinely monitored for temperature, humidity, vermin, and sanitation, and the results are recorded on the Room Status Sheet.
- 4.6.2 All the records are archived by the ACM Manager.

5. References

- 5.1 Guide for the Care and Use of Laboratory Animals 8th Edition (NRC 2011)