

SOP #: 315.01Title: **SOP -** Rodent Care and Husbandry

Approvals:

Attending Veterinarian

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Date:

10/11/12

Assistant Director LAR

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Date:

10/11/12

1. Purpose

1.1 The purpose of this Standard Operating Procedure (SOP) is to outline the animal care and facility maintenance requirements associated with the daily husbandry of rodents to ensure consistent and uniform animal care.

2. Responsibility

2.1 It is the responsibility of ACF personnel to follow this procedure.

2.2 It is the responsibility of supervisory personnel to ensure compliance with this procedure and for employee training.

3. Definitions

3.1 ACF - Animal Care Facility

3.2 AD: Assistant Director

3.3 AV: Attending Veterinarian

4. Guidelines

4.1 All activities outlined in this SOP are performed by animal care staff and recorded on the Rodent Room Maintenance form unless otherwise noted.

4.2 All personnel must don protective clothing.

4.3 Always enter animal rooms under quarantine last. Observe written instructions if posted on animal room door and if necessary contact Facility Supervisor for additional instruction.

4.4 **Minimal Frequency of Rodent Cage and Water Bottle Change**

Species	Number of Animals / Cage	Ventilated Cage	Static Cage	Water Bottle
Rats	1	1x/2 wks	1x/wk	1x/wk
	2+	1x/wk	2x/wk	2x/wk
Mice	1	1x/2 wks	1x/wk	1x/wk
	2+	1x/2 wks	2x/wk	1x/wk
Hamsters	1	1x/2 wks	1x/wk	3x/wk
	2+	NA	2x/wk	Daily

4.5 Daily Health/Environmental Observations

- 4.5.1 Observe all animals for signs of illness, injury, deaths, or births according to SOP ACF 302 current revision - Animal Health Checks.
- 4.5.2 Urine and fecal material are checked for presence and consistency. Physical signs to assess are discharge from the eyes or nose, anorexia, weight loss, not drinking and changes in behavior.
- 4.5.3 Document daily observations according to SOP ACF 302 current revision - Animal Health Checks on the daily Sick Animal Form and forward it by e-mail to the Assistant Director.
- 4.5.4 If a rodent is found needing emergency attention contact the AV immediately.
- 4.5.5 Report room/facility problems (plumbing, electrical, HVAC, burned out lights, etc.) on Sick Animal Form
- 4.5.5.1 Area supervisor assesses facility problem and follow up accordingly.
- 4.5.5.2 If problem occurs on a weekend or holiday, contact AD by phone.

4.6 Daily Husbandry

4.6.1 Check feeders and presence of food.

4.6.2 Enrichment will be provided according to SOP ACF 310 current revision – Environmental Enrichment.

4.6.3 Watering

4.6.3.1 Refill water bottles with fresh, potable water if needed.

4.6.3.2 Change water bottle if it appears soiled or damaged.

4.6.3.3 Make sure no leakage is observed when bottle is hung and that sipper tube functions properly.

4.6.4 Daily Sanitation Duties

4.6.4.1 Sweep floors and dispose of refuse in labeled trash can.

4.6.4.2 Check sinks, countertops and walls daily and clean as needed.

4.6.4.3 Restock room supplies (food, paper towels, bedding).

4.6.4.4 Clean floor with approved disinfectant, using designated mop.

4.6.4.5 Make sure there is no standing water.

4.6.4.6 Exit room and initial daily tasks completed– Rodent Room Maintenance form.

4.6.5 Weekly Sanitation Duties

4.6.5.1 Once a week

4.6.5.1.1 Wipe down doors and doorjambes with sanitizing solution.

4.6.5.1.2 Clean exterior of bedding and trash barrels with approved disinfectant.

4.6.5.1.3 Initial completed tasks on - Rodent Room Maintenance form.

4.6.5.1.4 Wet cages and water bottles less than half full are changed as noticed.

4.6.5.1.5 Cage Changes = new/sanitized caging equipment with water bottles and fresh bedding.

4.6.5.1.6 Wire lids and cage tops are sanitized/changed quarterly or more often as need. When a wet cage is found, the wire lids and tops must be replaced.

4.6.5.1.7 Feed must be 100% replaced every month.

4.6.5.1.8 Change cage

4.6.5.1.8.1 If it is a static cage regardless of number of animals housed or

4.6.5.1.8.2 if more than 2 rodents are housed in a ventilated cage

4.6.5.1.8.3 Cage change is 2X/week if more than 2 rodents are housed in a static cage

4.6.5.1.8.4 Transfer cage card with corresponding rodent.

4.6.5.1.8.5 Take soiled cages to cage wash for cleaning.

4.6.5.2 Every Two Weeks Duties

4.6.5.2.1 Change cage

4.6.5.2.2 if only one rodent is housed in a ventilated cage

4.6.5.2.3 Transfer cage card with corresponding rodent.

4.6.5.2.4 Take soiled cages to cage wash for cleaning.

4.6.5.2.5 Initial completed tasks on Rodent Room Maintenance form.

4.6.5.3 Monthly Routine Duties

4.6.5.3.1 Room Sanitation

4.6.5.3.1.1 Remove all animal cages and equipment from room.

4.6.5.3.1.2 Remove contents from bedding, food and trashcans and send cans through cage washer.

4.6.5.3.1.3 Clean and sanitize room ceilings, floors, walls, door, counter, and fixtures with sanitizing foamer, hand sprayer, sponge mop, or paint roller according to SOP ACF 308 current revision - Maintenance of Animal Rooms & Common Areas of the Animal Facility.

4.6.5.3.1.4 Collect environmental samples as per SOP ACF 309 current revision - Monitoring the Effectiveness of Sanitization in the Animal Facility.

4.6.5.3.1.5 Return animals and equipment to room.

4.6.5.3.1.6 Initial completed tasks on Rodent Room Maintenance form.

4.6.5.3.1.7 Supervisor collects and reviews all animal room door sheets.

4.6.5.3.1.8 Supervisor ensures new door sheet are replaced for the new month.

4.6.6 Sanitation of Vacated Animal Rooms

4.6.6.1 Dispose of any left-over food.

4.6.6.2 Clean and sanitize room ceilings, floors, walls, door, counter, and fixtures with sanitizing foamer, hand sprayer, sponge mop, or paint roller according to SOP ACF 308 current revision - Maintenance of Animal Rooms & Common Areas of the Animal Facility.

4.6.6.3 Collect environmental samples as per SOP ACF 309 current revision - Monitoring the Effectiveness of Sanitization in the Animal Facility.

4.6.6.4 Room air filter (when present)

4.6.6.4.1 Replace filter,

4.6.6.4.2 Confirm airflow arrow.

4.6.6.4.3 Date filter on side facing room.

4.6.6.4.4 Replace more often, i.e. when filters are covered with rabbit fur and no filter material is visible.

4.6.6.4.5 Initial completed tasks on Rodent Room Maintenance form.

4.6.6.5 Rooms must be completely cleaned as outlined above and environmental monitoring samples must be taken and passed the lab test, prior to placing new animals in room.

4.6.6.6 Remove and dispose of any supplies not stored in containers with tight fitting lids. Left over supplies stored openly can be a source of spreading pathogens.

4.6.6.7 Initial completed tasks on Rodent Room Maintenance form.

5. References

5.1 N/A