

STANDARD OPERATING PROCEDURES

DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 016.7

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TITLE:	Animal Room Preparation
SCOPE:	All Authorized Personnel
RESPONSIBILITY:	Facility Manager and Technical Staff
PURPOSE:	To Outline the Proper Procedures for Animal Room Preparation

I. PURPOSE

1. To outline the proper procedures for cleaning, decontaminating, and preparing a housing room for routine facility wide bio decontamination or to receive animals

II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager or Supervisor to ensure that all technical staff is adequately trained and experienced to perform animal room preparation.

III. PROCEDURES

1. Clean and decontaminate room by completing the following :
 - a. Debris and other items are removed from the room
 - b. At a minimum, floor is swept mopped and cleaned using the facility floor scrubber.
 - c. Feed barrel, mop handle, mop bucket, counter

- f. Rooms with permanent pens/runs :
 1. The entire room, all pen floors (including underside), walls, doors, Lixits, room floors, walls, and floor troughs are thoroughly cleaned (e.g., pressure/hand washed), using a degreasing cleansing solution (e.g., KrudKutter, PRL Grease-Free), a disinfectant (e.g., Sporidicin, Virkon, Oxivir) and thoroughly rinsed.
 - g. Efficacy of sanitation is confirmed following SOP #1010 Micro biological Monitoring of Sanitation Procedures
2. Prepare room for receipt of new animals:
- a. Place clean equipment in room (racks, caging, barrels, etc.).
 - b. Flush automatic watering zones, by opening the flush valve outlet below each drinking valve (e.g., lixit) and at the end of a zone (if applicable) and allow the waterline to flush at maximum flow for approximately 5 minutes.
 - c. Fill feed barrel with food and fill out the feed card, if applicable.
 - d. Put sanitized housekeeping items (mop bucket, broom, etc.) back in the room.
 - e. Designate a cage card color to be used. Refer to the Animal Arrival Sheet and fill out the cage cards in accordance with SOP #015 *Animal Identification*.
 - f. Place a Room Status Sheet , and Per Diem Sheet , and any required medical record forms (e.g. Arrival Status Sheet , Progress Notes) in the Room Log Book.
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