

SOP: **HU-05**

Title: **Weekend & Holiday Care**

SOP Last Revision Date:  
12MAY09

### **PURPOSE**

This Standard Operating Procedure (SOP) is to describe the off hours care required to ensure all animals are healthy, have adequate food & water and are being maintained according to the “*Guide for the Care and Use of Laboratory Animals.*” a clean and dry environment. This SOP applies to the Laboratory Animal Research Core’s Animals Facilities on the campus of the University of Missouri-Kansas City.

### **POLICY**

It is LARC policy to meet or exceed all federal, state, and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

### **REFERENCES**

- A. Laboratory Animal Research Core Personnel
- B. *HU-04 Husbandry Procedures for Rodents*
- C. *HU-08 Husbandry Procedures for the Rabbit*
- D. *SA-01 Personal Protective Equipment (PPE)*

## **PROCEDURES**

### **A. General Information**

- a. Attend to the animals at Hospital Hill before the Volker Facility. Enter Barrier first, then each room after according to disease risk assessed by management. Quarantine is always last.
- b. Cages are to be changed there is excessive soil, flooded cage from water a bottle or death of an animal.
- c. Occasionally, tasks not mentioned in SOP may also be required as events occur.
- d. The LARC Manager is on call 24hrs/day for help and/or assistance, unless circumstances designate someone else.
- e. Individuals are to report to work before 12:00pm each day.

### **B. Security**

- a. If there is a life threatening emergency (to humans), dial 911 or ext. 1515.

### **C. Weekend & Holiday Duties**

- a. Check animals for illness, injury or death.
- b. Check to make sure all animals have adequate food & water.
- c. Check the room environment for unacceptable noise levels, temperature and/or humidity spikes/drops.
- d. Checking that the lights in each room are working properly.
- e. Addressing environmental alarm notifications.
- f. Documenting all appropriate completed tasks.
- g. Clean all materials used.
- h. If ever in doubt or if there are any questions, notify the LARC Manager or designee immediately for assistance. The LARC Managers contact information is found in every LARC Air-Lock leading in to the animal facilities.