

SOP: **HU-06**

Title: **Feed & Bedding Storage**

SOP Last Revision Date:
12MAY09

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the handling and storage requirements for maintaining a constant supply of palatable, non-contaminated and nutritionally adequate feed, litter material, direct bedding and cage pan liners. This SOP applies to storage at the Laboratory Animal Research Core's animal facilities on the campus of the University of Missouri-Kansas City.

POLICY

It is LARC policy to meet or exceed all federal, state, local regulations and institutional policies/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. *The Guide for Care and Use of Laboratory Animals "The Guide"*
- C. Office Of Laboratory Animal Welfare (OLAW)
- D. Animal Welfare Act and Animal Welfare Regulations (AWA & AWR's)

PROCEDURES

A. Feed Storage

- a. Volker Facility feed is stored in a walk-in cooler in room 108. Hospital Hill's is stored in an environmentally controlled room (1520A). Facility coolers are maintained at a temperature range of 35-45°F. Properly stored laboratory diets can be used up to 6 months from the date of manufacture (milling date).
- b. Unused, opened bags of feed are to be stored in properly labeled (feed type, mill date and sanitation date) vermin proof containers, to minimize contaminations and to avoid the potential spread of disease.

B. Bedding Storage

- a. All bedding materials (Corn Cob, cage pan liners (rabbits), and feline litter) are to be transported and stacked 6" from the wall (where possible) and off the floor on dunnage racks.
- b. Bedding is stored in room 1520A at Hospital Hill and room 108 in the Volker facility.
- c. After mouse cages containing bedding are autoclaved, the cages are to be stacked no more than 16 high on dunnage racks and must contain a nestlet, wire grating, cage card holder and lid.
- d. When not in use and opened, bedding is stored in sanitized barrels.

C. Delivery

- a. Upon delivery, all feed and bedding bags are to be visually inspected for damage. At that time of delivery, any bags found to be torn or otherwise compromised, are to be rejected and noted on the delivery sheet. Later discoveries of damaged/torn bags are to be reported the LARC manager.
- b. Exterior of the bags are to be disinfected with designated disinfectant before being brought into the facility.