

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 016.7

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

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**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 duster and all other housekeeping items are sanitized by pressure/hand washing using degreasing solutions and disinfectants (CAMLS) or taken to the cage wash (all locations)) where they are cleaned and sanitized. Mop head is either discarded or run through the cage washer.
  - d. Biological safety cabinet and laminar flow changing stations are cleaned, and filters replaced as needed.
  - e. **Rooms with portable caging/equipment:**
    1. Housing room walls, ceilings and floors are sanitized every 6 months and and decontaminated with vaporized hydrogen peroxide (VHP) in accordance with **SOP #1016 Hydrogen Peroxide Decontamination**.
    2. When fogging is not possible due to HVAC/ventilation/equipment restrictions, walls, ceiling and air vents are cleaned with a sponge mop using Oxivir Tb every 6 months. Refer to **SOP #011 Reagents, Solutions and Decontaminants-Labeling and Use** for concentration information.
    3. If housing inventory is scheduled for a complete change out, refer to **SOP #1018 Active-Closed Vaporized Hydrogen Peroxide Exposure for Ventilated Systems, Air Handling Units and Hosing Components** for instruction.

- 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 Microbiological 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***.
    - g. Prepare cages for the incoming animals. If autoclaved caging is required, make sure the cages and bottles are prepared in advance. Refer to ***SOP #1002 Monitoring Autoclave Sterilization*** for specific autoclave information.
    - h. Specific animal receiving instructions are detailed by species in the ***SOP Manual***.
    - i. Room preparations must be documented on the ***Room Status Sheet***.

Approved:

Date: