

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1103.11

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TITLE: Equipment Maintenance and Calibration
SCOPE: All Animal Program Personnel
RESPONSIBILITY: Facility Manager, All Animal Program Personnel
PURPOSE: To Outline the Methods and Frequency of Evaluating and Maintaining Equipment Used in Animal Facilities

I. PURPOSE

1. To ensure that **equipment used** in animal facilities for the **generation, measurement, or assessment of research data** is adequately inspected, cleaned, and maintained.

II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager and staff, to ensure that equipment located in the animal facility is appropriately maintained in good working order and available for research personnel as requested.

III. PROCEDURES

1. Equipment used in animal facilities for the **generation, measurement, or assessment of research data** should be decontaminated with Oxivir Tb prior to and after each use in accordance with **SOP 1015**, and appropriately maintained to ensure quality performance.
2. Equipment used in animal facilities for animal **health assessment or dosing** (e.g., balances, pipettes) should be calibrated and/or certified by a licensed subcontractor or by the Facility Manager or designated staff. This **calibration/certification** is memorialized by a written **label with date** affixed to the equipment.
3. Equipment in animal facilities **not used in the generation of data does not require certification** (e.g., centrifuges, refrigerators, IVC air handling units, microscopes, fiber optic lighting, tattoo machines, warm water circulating blankets).
4. Equipment in animal facilities used for the ensuring human safety or animal health is calibrated/certified at the frequency stated in each equipment SOP (e.g., SOP 1019 **scales and balances annually**, SOP 1140 anesthesia **vaporizers annually**, SOP 1127 **biosafety cabinets annually**, SOPs 1155 & 1156 **bedding disposal cabinets annually**, SOP 1129 animal **changing stations every 5 years**, and SOP 1161 **glass bead sterilizers annually**) and memorialized by a written **label with date** affixed to the equipment.
5. All equipment used in animal facilities for the storage of reagents, pharmaceuticals, tissue samples, or other substances that require specific environmental control (i.e., refrigerators and freezers) are monitored to ensure an appropriate internal

environment is maintained using a calibrated or standardized thermometer, and the results recorded on the Temperature Monitoring Log as described in **SOP #1114** entitled, **Refrigerator and Freezer Unit Use and Monitoring**.

6. All equipment requiring certification/calibration, whether by a licensed subcontractor, Facility Manager, or designee should be certified/calibrated against traceable certified equipment (e.g., National Institute of Standards and Technology, NIST) or a new, or recently certified, unit that can be traceable to a NIST standard as a reference.
7. In the event of equipment failure or malfunction, a subcontractor is contacted for repairs and these repairs memorialized in writing. Following repairs, the equipment is re-calibrated and/or standardized as needed and this procedure **memorialized by a written label affixed to the equipment**.
8. Any equipment found to have an outdated calibration/certification label will be reported to the Facility Manager immediately.
9. The Facility Manager is responsible for either removing the equipment from service (preferable action) or, if the equipment is unique and must remain in service until re-calibration/re-certification takes place, affixing a label to the equipment stating that this equipment is outside its date of calibration/certification and may result in the generation of inaccurate data.

IV. RECORDS

1. Original documents/certificates of Division-owned equipment inspections, calibrations, maintenance, or other equipment related materials provided by outside vendors are maintained by the Facility Manager.

Approved:

Date: