

Standard Operating Procedures

Division of Comparative Biomedicine

University of South Florida

SOP#: 903

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TITLE:	Basic Guidelines to Follow While Working Within Animal Rooms
SCOPE:	All Authorized Personnel
RESPONSIBILITY:	Facility Manager, and Technical Personnel
PURPOSE:	To outline the general guideline for the performance of animal care activities while in animal rooms and support areas.

I. PROCEDURES

- A) Determine the work to be accomplished within animal rooms or support areas by reviewing area work schedule, or consultation with area supervisory personnel.
- B) Avoid unnecessary noise and activity while working in animal room.
- C) Daily cage checks are to be performed as early in the workday as practical. Facility and Health Concerns are to be reported in writing to the manager.
- D) Complete Daily Room Status Sheets when duties have been completed.
- E) Animals are to always be handled and treated humanely, in a fashion which prevents stress, injury and harm.
- F) Extreme care will be taken to prevent mixing of animals and to maintain correct cage configuration.
- G) Replace animal and cage to the same rack and location during change out.
- H) Animal rooms and support areas will be maintained in as neat and orderly fashion as possible throughout the day.

Approved:

Date: