Animal Room Checks BYU Standard Operating Procedure

190711SC

These are the daily responsibilities of the ARC Lab Technicians checking animals. Each of these things should be checked in each animal room every day.

* **Health Checks**
	+ Check all animals to make sure they are healthy, have food and water valves or water bottles, and are not fighting. Alert University Veterinarian if there are any issues. Make sure to log issues on box.byu.edu under the “Issue Reporting” tab. If there are new pups, place a white tab with date of birth (DOB) behind the cage card.
* **Paper Towels**
	+ Check the level of the paper towels on the changing station. If they are low, get more paper towels from 1105B (LSB) or 1240 cabinets (KMBL).
* **Food**
	+ Check the level of regular chow in the feed hopper on the changing station. If it is below 1/3 full, get more feed from the feed and bedding storage room and fill the hopper. Make sure to update the expiration date written on the feed hopper cover.
* **High Fat Food**
	+ Check the level of high fat chow in the cages in the room. There should be one to four cages containing high fat chow, depending on the room. If there is only half of a cage left, get more feed from the feed and bedding storage room and fill the cages. Make sure to update the expiration date on the cage card holders on the cages. The ESC does not use high fat chow.
* **Water Valves**
	+ Make sure there are extra water valves for the investigators; they should be in the cage full of cage card holders.
* **Chlorhexidine**
	+ Check the level and expiration date of Chlorhexidine in the bottle on the changing station. If it is close to empty, fill with Chlorhexidine from the gallon jug in 1105B (LSB) or 1250B (KMBL).
* **Vivarium Cleaner**
	+ Check the level and expiration date of Vivarium cleaner in both the spray bottle and the wall dispenser. If the spray bottle is low, fill with the solution in the 5-gallon jug on the dunnage rack in the 1105 hall (LSB), 1240 hall (KMBL), or S285E (ESC). If the wall dispenser is low, fill with the solution in the 5-gallon jug on the cart in 1105B (LSB) or 1240 hall (KMBL).
* **Cage Card Holders**
	+ Check that there is an empty cage filled with cage card holders. If more cage card holders are needed, they can be collected from the cart in 1105B (LSB), 1240B (KMBL), or S285E (ESC).
* **Fill Holes**
	+ Fill holes in the room, to a reasonable amount. If you have a very full room, fill all holes. If you have a pretty empty room, you can leave some holes. Make sure there are enough depression lids and bottles for weanlings and bottle dependent animals (at least ten per room).
* **Red Stickers**
	+ Check how many red stickers (used to indicate the cage is on high fat feed) there are left in the empty cage with cage card holders. There should be one or two extra sheets of stickers. If you need more stickers, they can be found in the bottom right locker in the 1107C hallway.
* **Cage Cards**
	+ Make sure there are appropriate amounts of breeder cards and experimental cards of needed colors. If you need more cards, they can be collected from 1105B.
* **Sweep, if needed**
	+ If there is bedding or food or anything on the floor, give it a quick sweep to gather large pieces. Each room should have a broom and dustpan.
* **Pen and Wet Erase Marker**
	+ Make sure the pen and wet erase marker are in place on the changing station and are working properly.
* **Animal Enrichment (Alpha Twist or Wooden Chewing Blocks)**
	+ There should always be extra enrichment in the room. The enrichment has to be autoclaved before being put in the animal rooms.
* **Temperature and Room Humidity**
	+ Make sure to log the temperature and room humidity every day. These can be found on the screen of the rack blower. They are logged on the “Weekly Animal Report” page on FileMaker.