



Animal Facility SOP 25.2

Ordering and Receiving Feed and Bedding

Date Adopted	9/29/20
Date Last Updated	10/17/22
Prepared by	Michelle Dennis and Ingrid Tulloch
Reviewed by	Terzi 5/26/20; Julie Watson 9/29/20

Purpose: To describe the procedure for ordering, receiving and distributing feed and bedding.

Personnel

Animal Facility Supervisor: Receives animal orders from investigators, places animal orders with vendors, receives and unpacks feed and bedding, notifies investigators of arrivals and discrepancies, notifies veterinarian of health issues and fills out paperwork.

Facility Director: Follow up with investigator and vendor for order discrepancies. Reviews deviations in this process and implements corrective action or SOP revision accordingly.

Animal Husbandry Staff: Receives and unpacks feed and bedding, places bedding and feed into cages, and white feed bins in animal rooms. Keep track of feed, ensure levels in cages are appropriate, and change bedding.

Materials and Information Required:

- Purchase Orders
- Cages
- Pen
- Bedding
- feed
- Receiving log
- NRC "Guide for the Care and Use of Laboratory Animals" (Guide).
- Cage enrichment items (nest material, diamond twists, tunnels etc)

Procedure:

1. Bedding and feed will be received at the receiving dock, and transported directly into the animal facility by the Animal Facility Coordinator (AFC).
2. Upon receipt of feed and bedding, shipping documents and invoice shall be checked for accuracy.
3. The vivarium staff member examines the transportation carton and notes any damage in the receiving log. Any damaged or ripped bags of feed or bedding will be refused and a replacement or credit will be requested.
4. The vivarium staff member places shipping containers on a disinfected pallet or cart, and sprays all surfaces of the box with disinfectant. The box must sit for 10 minutes before being transported to the animal facility
5. Unpacking will be performed in the feed room (116S).

6. The animal husbandry staff prepares rodent cages with bedding, water bottle, wire bar lid, feed, cage card in holder, and microisolator top.
7. The animal husbandry staff prepares cards for each cage with the following required information:
 - Investigator name*
 - Protocol number,*
 - Date of birth or arrival,*
 - Species/strain and vendor*
 - Sex*
 - Number of animals per cage.*
8. The animal husbandry staff records the shipment on the receiving log and on the animal room census sheet.
9. Each bin must be clearly dated with the expirations date
10. Opened bags of feed will be stored in white bins in room 116S. Feed will be poured into the white feed bins in animal rooms (116H, 116M, and 116Y).
11. Unopened bags of feed or bedding will be placed on the racks in room 116S with the oldest bag on top.
12. Bedding will be poured into the bedding dispenser in room 116E as needed. Unopened bags of bedding will be stored on the rack in room 116S.
13. Record receiving information on the receiving log at the receiving entry (see appendix A and B).

Animal Receiving Log

https://docs.google.com/document/d/15agN129DpZUVWxwXUT3zMTeTq3Jz4QyJ_zR1LmOo21U/edit?usp=sharing

Updated Feed and bedding Receiving Log

[Feed and Bedding Log - Google Docs](#)