

Sam Houston State University Science Annex

Feed Handling

SOP #: FM-011

Date adopted : _____

Last revision : _____

Purpose

To explain how animal feed must be procured, stored and dispensed in the Science Annex.

Responsibility

It is the responsibility of the Operations Manager to ensure that all necessary feed is available, feed is stored in an orderly manner and that only unexpired food is administered to the research subjects.

It is the responsibility of the Principal Investigator to ensure that the Operations Manager is fully aware of all nutritional requirements or treatments.

Procedures

All varieties of rodent food are currently purchased from envigo.com and Frog Brittle for *Xenopus sp.* is ordered from enasco.com. However, specialty feeds from other vendors can be obtained and stored by the SHSU Science Annex if required.

All packaging is inspected upon arrival and no products arriving in damaged packaging or due to expire within the next two months (for standard rodent diets), are accepted.

Feed is stored in the Feed Stock Room (108).

Animals are only given non-expired food. Bagged rodent laboratory diets with a milling date expire 180 days after that date. Bagged laboratory diets without a milling date must be clearly marked with the date of purchase and expire 90 days after the milling date. Do not purchase food that will not be consumed before its expiration date.

Feed is used in order of milling date.

Open dry feed is stored in a sealed container lined with a plastic bag.

Bagged feed is stored 6 inches off the floor and 6 inches from any wall in the Feed Stock Room.

The feed storage area is monitored for temperature (ideally 20-24°C, SHSU Science Annex Feed Storage Room is maintained at 21 °C), humidity (ideally near 50%), sanitation and vermin regularly.

The Feed Stock Room is swept weekly or as needed and mopped and disinfected monthly or more often as needed.