

Sam Houston State University Science Annex

Bedding/Substrate Handling

SOP #: FM-012

Date adopted : _____

Last revision : _____

Purpose

To explain how animal bedding/substrate is to be procured, stored and dispensed in the Science Annex.

Responsibility

It is the responsibility of the Operations Manager to ensure that all bedding/substrate needs are accounted for and met and that bedding/substrate is stored in an orderly and hygienic manner.

It is the responsibility of the Principal Investigator to ensure that the Operations Manager is fully aware of all bedding requirements or treatments as soon as possible in the event that any special orders must be placed.

Procedures

Aspen Bedding and Sani-chips can be ordered from envigo.com.

All packaging is inspected upon arrival and no products arriving in torn or damaged packaging are accepted.

Bedding is stored in the Feed Stock Room (108) 6 inches off of the floor and at least 6 inches from any wall.

The Feed Stock Room is monitored for temperature, humidity, sanitation and vermin daily.

Any bedding that is wet, damaged or shows signs of mold is to be disposed of immediately and in its entirety.