

COMPARATIVE MEDICINE  
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURE  
for  
REPORTING PHYSICAL PLANT AND ENVIRONMENTAL CONDITIONS  
ABNORMALITIES AT THE COMPARATIVE MEDICINE LABORATORY ANIMAL  
FACILITY

- 1.0 Purpose:  
The purpose of this SOP is to outline procedures for reporting any concerns related to the physical plant and environmental conditions (temperature, humidity, ventilation, lighting, etc.) at the CMLAF (North and South Campus) and RIA.
- 2.0 Scope:  
This SOP applies to all CMLAF staff.
- 3.0 Procedure:
- 3.1 Any abnormal conditions related to physical plant or the animal environment should be immediately reported to the CMLAF floor supervisor:
- |  |               |                         |
|--|---------------|-------------------------|
| BEB 3 <sup>rd</sup> floor and ground floor | Jay Neubecker | 829-2919                |
| BEB 2 <sup>nd</sup> floor                  | Kathy Bender  | 829-2919                |
| BEB 1 <sup>st</sup> floor                  | Kim Pufpaff   | 829-2919                |
| Cary-Sherman                               | Kathy Bender  | 829-2919                |
| RIA  | Gayle West    | 645-2822                |
| Hochstetter                                | Gayle West    | 645-2822                |
| Park                                       | Gayle West    | 645-2822                |
| Or the general mechanic                    | John Farino   | 829-2919                |
| Or the facility manager                    | Linda Herter  | 829-2919, cell 536-9650 |
- A. In case of an extreme emergency, such as fire, flood, severe temperature or humidity variation, etc. or when the supervisor cannot be immediately contacted, the caretaker should take immediate actions as per 3.4 A-F; however, contact with the supervisor, general mechanic or facility manager must be made as soon as possible to convey all necessary information about what has been done.
- 3.2 Should an abnormal condition be found after normal work hours, weekends or holidays, the observation should be reported to the Chilled Water Plant at 645-2205 or Public Safety at 645-2222. Both offices have an emergency call-in list for the CMLAF and will coordinate a response by the appropriate party. See SOP 5.A.5.
- 3.3 The Chilled Water Plant is also responsible for monitoring the environmental conditions in the CMLAF 24/7. When an abnormality is detected, a CMLAF staff on the call-in list is contacted to evaluate and coordinate a response to the problem.

- 3.4 When an abnormality is reported, appropriate action must be taken as soon as it is feasible. This action should include:
- A. Calling a work order for appropriate repairs or adjustments.
    - 1. Call Customer Service at 71
    - 2. Record work order number
    - 3. Submit number and description of work order to the general mechanic.
      - a. The general mechanic will track the work order to completion.
  - B. Seeking advice on temporarily resolving the problem until it can be corrected.
  - C. Notifying the principal investigator whose animals are affected.
  - D. Initiating a log to document the nature of the problem and all steps taken to correct it.
  - E. Consulting with veterinary staff to prevent or minimize animal health complications.
  - F. Maintain frequent communication with the principal investigator to keep her/him informed of the progress or resolution of the problem.
- 3.5 Once the problem has been resolved, completed log sheets should be sent to the Facility Manager where they will be kept on file for three years.