
1. PURPOSE

This Standard Operating Procedure (SOP) describes the daily routine for caring of dogs.

2. RESPONSIBILITY

Animal care staff

3. MATERIALS

- 3.1. Feed
- 3.2. Clean bowls for food and water
- 3.3. Clean bedding
- 3.4. Clean environmental enrichment devices
- 3.5. Disinfectant

4. PROCEDURES

- 4.1. Daily:
 - 4.1.1. Observe animals and report any abnormality to the veterinary care staff.
 - 4.1.2. Log temperature (min/max) and humidity (min/max). Report any abnormality of environmental conditions (temperature, humidity, light, noise) to the facility supervisor.
 - 4.1.3. Reset temperature/humidity meter.
 - 4.1.4. Feed dogs *ad lib* at least once a day, unless otherwise recommended by the veterinarian.
 - 4.1.5. Offer fresh, clean, potable, uncontaminated water *ad lib*.
 - 4.1.6. Check automatic watering devices and flush them weekly for proper operation.
 - 4.1.7. Remove feces and soiled bedding. Observe for abnormal feces and alert veterinary care staff if necessary.
 - 4.1.8. Sweep floor.
 - 4.1.9. Empty the garbage container.
- 4.2. Weekly:
 - 4.2.1. Sanitize water bowls and food bowls.
 - 4.2.2. Mop floors with disinfectant solution.
 - 4.2.3. Check light timers.
 - 4.2.4. Replenish supplies in the room as needed.
- 4.3. Bi-monthly:
 - 4.3.1. Disinfect pens, including walls, and replenish with clean bedding.
 - 4.3.2. Clean environmental enrichment devices. Replace enrichment devices that are not sanitizable.
- 4.4. Monthly:
 - 4.4.1. Wipe down all surfaces such as sinks, doors, door jambs and doorknobs, windows, cart tops, shelves, etc. with the disinfectant solution once per month.
- 4.5. Bi-annual:
 - 4.5.1. Clean walls with disinfectant solution.

5. SPECIAL PROCEDURES

5.1. Sick or injured animals:

5.1.1. Complete an Illness/Injury Report and submit it to the veterinary care staff.

5.2. Dead animals:

5.2.1. Alert the veterinary care staff. The PI is notified by the veterinary care staff.