

STONEHILL COLLEGE

Animal Feed Storage and Handling SOP

The intent of this standard operating procedure (SOP) is to describe the safe handling and storage of animal feed. This SOP is intended for personnel trained in animal care. This procedure is approved by the Institutional Animal Care and Use Committee (IACUC) of Stonehill College. Any exemption must be approved by the IACUC prior to its application.

1. **Introduction:** Animal Facility personnel and Principal Investigators should be cautious when purchasing, transporting, storing and handling food to minimize contamination from diseases, parasites, insects, vermin and chemicals.
2. **Purpose:** To properly purchase, transport, store and handle feed to avoid contamination, preserve freshness and ensure quality.
3. **Procedures:**
 - a. Feed should be species appropriate.
NOTE: Irradiated or autoclaved feed must be fed to immunodeficient animals.
 - b. The vendors must provide data from feed analysis for nutrients and for handling procedures.
 - c. Upon arrival, all feed bags will be checked for integrity and manufacture date. The manufacture date should be within the last 6 months. Any bags with a manufacture date that is beyond 6 months should be rejected and returned to the manufacturer.
 - d. Feed must be rotated with each new arrival. The bags with the oldest date will be placed on the front or the top and used first.
 - e. Feed bags will be stored on shelves or pallets, off the floor, and will be 6 inches away from the wall.
 - f. Feed bags entering the animal facility will be sprayed with disinfectant before entering.
 - g. All open bags will be stored in a clean, covered container.
 - Container must be lined with a plastic bag.
 - Container will be cleaned and disinfected at least once a month.
 - Separate containers will be used for each animal room.
 - Each container will be labeled with the room number.

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- h. Storage rooms must be swept as needed, mopped once a week, and must have provisions for vermin control (ex-live traps, etc).
- i. Feed room temperature must not exceed 70 degrees and relative humidity must be monitored and controlled.