



The intent of this standard operating procedure (SOP) is to describe how CARE veterinary staff conducts facility rounds. This SOP is intended for use by CARE Veterinary Technicians and Veterinarians. This SOP is approved by the Institutional Animal Care and Use Committee (IACUC).

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### 1. Introduction

The purpose of the facility rounds is to:

- a. Update managers, animal care staff, and researchers on SOPs, training opportunities, and other regulatory requirements.
- b. Remain current on activities/protocols occurring in the facility.
- c. Help facility managers recognize and correct animal welfare or regulatory issues so that problems are identified and corrected.
- d. Develop a professional working relationship with the manager, animal care staff, PIs, and research staff.

### 2. Materials

- Facility rounds form

### 3. Procedure

- a. Frequency
  - i. Chief of Clinical Services determines the frequency of rounds based on number of animals, level of activity, and degree of invasiveness of experimental procedures.
  - ii. Frequencies are reviewed at least annually by the Chief of Clinical Services to take into account changes in facility activities.

iii. If no animals are housed in the facility, consult with the Chief of Clinical Services to determine if a visit is warranted.

b. Animal Facility Site Visit

**NOTE:** Before each visit check the H:\CRAR\_dsk\CARE\Rounds Reports\2.ROUNDS REPORTS RUNNING SUMMARY/Facility Rounds Reports – Issues to Address – All for outstanding issues still to be resolved from previous visits.

i. Use the facility rounds form (see Appendix 1). Indicate NA if not applicable or ND if not observed during the visit.

ii..List issues that need to be addressed. If possible, determine a date of completion. .

iii. Share information provided in the report with the manager/supervisor, the veterinary technicians, and the veterinarian for that facility.

**NOTE:** These persons are responsible for contacting the research staff regarding follow-up as appropriate to the situation.

c. Procedure Room Visit

**NOTE:** Before each visit check the H:\CRAR\_dsk\CARE\Rounds Reports\2.ROUNDS REPORTS RUNNING SUMMARY/Facility Rounds Reports – Issues to Address – All for outstanding issues still to be resolved from previous visits.

i. Use the facility rounds form (see Appendix 1) or a form that is adapted to the individual procedure room, covering the following items as applicable:

- Drug storage, control, expiration dates
- Sharps disposal (SOP)
- Anesthetic monitoring/scavenging
- Gas cylinders immobilized
- Carcass disposal
- Appropriate signage/SOP's
- Animal area clean and uncluttered
- Length of time in procedure area
- Staff – On protocol/*Risk Assessment*

ii. List issues that need to be addressed. If possible, determine a date of completion.

iii. Share information provided in the report with the manager/supervisor, the veterinary technicians, and the veterinarian for that facility.

**NOTE:** These persons are responsible for contacting the research staff regarding follow-up as appropriate to the situation.

d. Documentation

i. Produce a report in a timely manner after the visit (within 2 weeks, when possible).

ii. Print Date, Attendees, Facility Name and Facility Number as listed on the Facilities Dispatch form.

iii. Print legibly or type the report.

- iv. Highlight or underline issues that need to be addressed so they can be added to the “current issues to address list”.
- v. A copy of the report is given to the facility manager and the assigned veterinary technician responsible for posting information to the H-drive. The vet tech/vet will keep a copy in their files.  
**NOTE:** Follow the color coding on the form.
- vi. Assigned veterinary technician will maintain a current list of issues to address for each facility which is posted on the H-drive.
- vii. Vet and tech for the facility is responsible for ensuring that issues are resolved, and marked accordingly on the H-drive database.
- viii. Keep reports for 3 years.

d. Unresolved Issues

Report to the CARE Director or Associate Director any problems that cannot be resolved in a timely manner with available resources.

**4. Safety** N/A

**5. Contingencies** N/A

**6. References** N/A

**7. Appendix** – CARE Rounds Report Form.

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Jim Gourdon  
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|  |                    |                   |
|--|--------------------|-------------------|
| Facility Name & Date:  |                    |                   |
| Attendees:   |                    |                   |
|  | Issues to address: | Complete by date: |
| <u>1. Facility</u><br><b>A.</b> Condition of surfaces; walls, floors, ceilings, etc.<br><b>B.</b> Security<br><b>C.</b> HVAC<br><b>D.</b> Exterior building condition: Fences, pastures, lots, lawns   |                    |                   |
| <u>2. Maintenance Records</u><br><b>A.</b> Eg: Cage washer, ventilation, IVC units, hoods, generators<br><b>B.</b> Pest control<br><b>C.</b> Microbiological Monitoring<br><b>D.</b> Water system ... cleaning / flushing /testing   |                    |                   |
| <u>3. Special Equipment Maintenance</u><br><b>A.</b> Euthanasia equipment CO2, scissors, guillotine<br><b>B.</b> Anesthesia machines / WAG   |                    |                   |
| <u>4. Signs and Notices</u><br><b>A.</b> CARE emergency On Call<br><b>B.</b> Whistle Blower's Policy<br><b>C.</b> PI contact<br><b>D.</b> Biohazards Identified<br><b>E.</b> NYS Dept. of Health Certificate and Law   |                    |                   |
| <u>5. Occupational Health</u><br><b>A.</b> Personnel training up to date<br><b>B.</b> PPE/ Institutional Clothing  |                    |                   |
| <u>6. Animals</u><br><b>A.</b> Space<br><b>B.</b> Cleanliness<br><b>C.</b> Lighting<br><b>D.</b> Enrichment ... maximal and appropriate<br><b>E.</b> Health, Vet Care and Records<br><b>F.</b> Morbidity and Mortality Records<br><b>G.</b> Food and water... in date and clean                                      |                    |                   |
| <u>7. Procedures and Surgeries</u><br><b>A.</b> Approved on protocol<br><b>B.</b> Conducted in appropriate space<br><b>C.</b> Records.... Monitoring anesthesia, analgesia and post procedural care<br><b>D.</b> Drugs and supplies in date and appropriately stored<br><b>E.</b> Needles and syringes double locked |                    |                   |
| <u>Any additional comments:</u>  |                    |                   |
|  |                    |                   |