



OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	610	OLAC Transport Vehicles: Use Cleaning, and Maintenance	Revision #:	1
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PURPOSE

The purpose of this document is to outline the procedures that OLAC staff will follow to use, clean, and maintain departmental vehicles that are used for the transportation of animals, supplies, and equipment.

SCOPE

This document applies to all OLAC employees that utilize departmental vehicles.

RESPONSIBILITY

Following these procedures is the responsibility of all OLAC employees.

DEFINITIONS/ACRONYMS

- OLAC: Office of Laboratory Animal Care

PROCEDURE**Vehicle Use:**

1. Check the shared Google calendar "OLAC Vehicles" and reserve the vehicle you need.
 - a. Only transport animals in a closed, temperature-controlled vehicle. See SOP 611- On Campus Transfer of Animals for more information.
2. Obtain the vehicle binder and keys from the NAF main office.

3. Inspect the vehicles prior to use (ie. gas tank over ¼ full, no new dents/scratches, no observed maintenance issues). Report any defects or problems to your supervisor immediately.
4. Secure loads (animal containers, supplies, equipment) in the vehicles.
5. Fill out the Transport Vehicle Trip Log for the vehicle, including name of the person utilizing the vehicle, mileage before and after use, and destination(s).
6. Return the vehicle binder and keys to the NAF main office.
7. Turn off vehicle lights and lifts when not in use.
8. Filling the gas tank:
 - a. Obtain designated debit card
 - b. Use the pin number on the back of the card during transaction.
 - c. Obtain the receipt & write your name & vehicle type (e.g. white truck, blue van, etc.).
 - d. Give the receipt to front office personnel.
9. Vehicle lift use & safety:
 - a. Start the vehicle. Do NOT use the lift with the vehicle turned off.
 - b. Safety considerations: Only move large/bulky items with 2 or more people. Lock the castors on equipment/racks when using the lift. Watch the platform edge while in use.

Vehicle Cleaning:

1. After each use, sweep the interior transport compartments of the vehicle.
2. Clean the interior transport compartment weekly with an appropriately diluted disinfectant.
3. Hose or mop the interior transport compartment every two weeks with approved detergent and water.
4. Clean the exterior of the vehicle as needed.
5. Document cleaning on the Vehicle Cleaning Checklist.

Vehicle Maintenance:

1. Schedule a safety inspection semi-annually (every 6 months)
 - a. Call and schedule, bring the vehicle to an approved auto shop.
 - b. Give all paperwork to the front office personnel.
2. Remove vehicles from use and service if safety or operational problem arise.
3. Document vehicle maintenance on the vehicle maintenance on the Transport Vehicle Cleaning log.
4. If vehicle does not start, use the battery pack jumper:
 - a. Turn the battery jumper on by pressing the power button.
 - i. Note: The power indicator will light up at the level the unit is charged.

- b. Remove the cover off the battery.
 - i. Note: If using the white box truck, the battery is located under the truck on the passenger side. For all other vehicles, the battery is located under the hood.
- c. Place the charging ports on the negative (black wire) and positive ports (red wire) on the corresponding battery posts.
- d. Start the vehicle, then remove the batter pack jumper. Turn the battery pack jumper off and return to storage or charge, if necessary.

Vehicle Collision:

1. Contact your supervisor immediately if no life-threatening injuries are sustained.
 - a. Call 911 if serious injuries are sustained, then report to Supervisor.
2. Fill out the accident report form & turn in form to the facility supervisor, manager, or other designee.
 - a. Accident report form is located in the glove box compartment and/or binder of each vehicle.

REFERENCE DOCUMENTS

- SOP 611- On Campus Transfer of Animals

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)
1	Anna Chung, Richard Duru	3/1/22	Added Vehicle Use sections 7-9, Vehicle Maintenance sections 3 &4, Vehicle Collision Edited sections Vehicle Maintenance section 1 Edited formatting and grammar throughout document. Changed author from Sarah Laraway to Anna Chung & Richard Duru