

University of California, Berkeley



OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	618	OLAC SOP TITLE Modifying Environmental Parameters within Animal Areas	Revision #:	1
Date Effective:	8/30/16		Supersedes:	0

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1. PURPOSE

- 1.1 Describe the process in which environmental parameters are changed within the vivaria.

2. SCOPE

- 2.1 This process is to be followed by Facility Supervisors/Designees to address requests by Lab personnel to modify environmental parameters including but not limited to: light cycles, temperatures, and humidity.

3. RESPONSIBILITY

- 3.1 Lab personnel are responsible for requesting modification to environmental parameters per their approved Animal Use Protocol. Facility Supervisors are responsible for facilitating the requested modifications. Facilities Services is responsible for responding to Facility Supervisor's requests.

4. DEFINITIONS/ACRONYMS

- 4.1 Environmental parameters- The physical environment within the animal housing and support areas that includes air quality, temperature, humidity, ventilation, directional airflow, sound attenuation, and light levels.

5. PROCEDURE

5.1 Housing Room

- 5.1.1 Lab personnel will go online, fill out the *Request For Special Services* form, and submit per instructions to the Facility Supervisor.
- 5.1.2 The Facility Supervisor will follow the review and approval process of the *Request For Special Services* form.
- 5.1.3 The Facility Supervisor will assure that the room does not contain research animals from multiple Labs.
- 5.1.4 Once the prior steps have been met, Facilities Services will then be contacted by the Facility

Last Updated: 8/19/2016 9:07:29 AM

Supervisor or Designee to initiate the change.

- 5.1.5 Facilities Services will notify the Facility Supervisor once the change has been completed.
- 5.1.6 OLAC will place a HOBO to confirm light cycle changes, as necessary.
- 5.1.7 Facility Supervisor/Designee will update the door sign with the approved changes, notify the requesting lab of the status, and review the updated environmental parameters with the staff.

5.2 Light Box

- 5.2.1 Lab personnel will go online, fill out the *Request For Special Services* form and submit per instructions to the Facility Supervisor. In addition, the Lab will submit a calendar that outlines the proposed dates and light cycle changes.
- 5.2.2 The Facility Supervisor will follow the review and approval process for the *Request For Special Services* form.
- 5.2.3 The Facility Supervisor will assure that the room does not contain research animals from multiple Labs.
- 5.2.4 Once approved, the Facility Supervisor/Designee will print out all the requested light cycle door signs as per the Lab's submitted calendar.
 - 5.2.4.1 The Lab will be responsible for posting the new door sign on the light box at every light cycle change.
 - 5.2.4.2 The Facility Supervisor/Designee will post applicable door signs on the outer housing room door.
 - 5.2.4.3 Door signs will ONLY be posted if animals are present in light boxes.
 - 5.2.4.4 Empty light boxes will not have any signs present and will be locked.
- 5.2.5 The Facility Supervisor/Designee will then unlock the requested box and notify the requesting Lab of the approval.
- 5.2.6 The Lab will then modify the light cycle to their submitted calendar and post the correct light cycle sign.

5.3 Environmental Chambers

- 5.3.1 Lab personnel will go online, fill out the *Request For Special Services* form, and submit per instructions to the Facility Supervisor.
- 5.3.2 The Facility Supervisor will follow the review and approval process of the *Request For Special Services* form.
- 5.3.3 The Facility Supervisor will confirm that the requested chamber does not contain animals from multiple Labs. If multiple Labs request the same chamber, then the environmental chamber must be suitable for both Labs or another chamber will be assigned.
- 5.3.4 Once approved, the Facility Supervisor/Designee will post door signs on both the outer housing room door and the chamber.
 - 5.3.4.1 Door signs will ONLY be posted if animals are present in chambers.
 - 5.3.4.2 Empty chambers will not have any signs present and will be locked.
- 5.3.5 The Facility Supervisor/Designee will then unlock the requested chamber and notify the requesting Lab of the approval.

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)