



## Standard Operating Procedure

<b>Procedure No:</b>	<b>HS019</b>	<b>Effective Date:</b>	<b>June 2008</b>
<b>Procedure Section:</b>	<b>Husbandry and Surgical Suites</b>	<b>Date Reviewed:</b>	<b>January 2019</b>
<b>Procedure Subject:</b>	<b>Use of Day Racks</b>	<b>Date Revised:</b>	<b>January 2019</b>
<b>Issued by: Dr. Lise Phaneuf</b>			

This Standard Operating Procedure (SOP) describes the proper use of the day racks in the Science Cores and various procedural areas throughout TCP.

### 1.0 General

- 1.1. Day racks are Tecniplast Transport Trolleys. This transport trolley is a transitional housing system for individually ventilated cages (IVC) and consists of a separate air handling unit with a rack mounted on a trolley.
- 1.2. The power unit must be running at the following settings:
  - Air changes per hour – approximately 75 ACH
  - Temp – approximately 72-75°F
  - Humidity – approximately 35% rH

### 2.0 Use of Day Rack

- 2.1. Cages may be placed onto the day rack for a maximum of 24 hours. Incident reports will be submitted to TCP Facility Management for any cages remaining on day racks beyond 24 hours.
- 2.2. Water bottles must be added to all cages. Food must be available in all cages.
- 2.3. All cages on the day rack must be labeled with a complete cage card, including the date of arrival to the day rack. Unlabeled cages will be euthanized.
- 2.4. Use of the day rack should be limited to procedures that must be performed outside of the facility (eg. imaging, behavior testing etc.)

### 3.0 Responsibilities

- 3.1. A TCP staff member will check all day racks, cages and mice at least once daily (including weekends and holidays).
- 3.2. It is the responsibility of the users placing cages onto the day racks to ensure that mice have adequate food and water.
- 3.3. NOTE: Day racks are NOT connected to the automated water supply. It is the user's responsibility to ensure that water bottles are provided to every cage when placed onto the day rack.
- 3.4. If you suspect the day racks are not operating properly contact the Supervisor of Animal Husbandry or the Supervisor of Facility support immediately.
- 3.5. Non-compliance will result in loss of privileges to use the day rack or removal of day racks from specific locations.

### SOP REVISION HISTORY

DATE	SECTION	UPDATE