

- c. Shipping crates are inspected for signs of damage and shipment accuracy.
- d. Technician will notify the Facility Manager regarding any damage to crate or contents.
- e. Facility Manager will notify the Program Assistant of damaged or rejected shipments, or orders improperly filled (i.e., weight, age, number requested).
- f. Clinical Veterinarian will be immediately notified of health concerns or deaths occurring in transit.
- g. New animals are recorded on the ***Per Diem Sheet*** located in the ***Room Log Book***.

2. **Physical Examination**

- a. A physical examination (PE)/ general health evaluation is performed by the veterinary staff, or animal care staff, within 24 hours of arrival.

- a. Refer to SOP # 022 entitled, ***Feed and Bedding*** for specific diets. **NOTE: procedures below are not for animals on special diets or water.** Special diets must be described in an approved IACUC protocol (e.g., type, amount, and form).
- b. Feeding
 1. All ferrets are fed *ad libitum*.
 2. Feed bowls are dumped and refilled each morning.
 3. Laxatone or other hairball medication may be offered weekly or more often as needed as a hairball preventative.
 4. Commercial fish flavored cat treats may be offered occasionally as enrichment.
 5. Feed bowls are sent to cagewash for weekly sanitation.
- c. Watering
 1. Water is provided *ad libitum*

needs to be escape-proof. Male ferrets should be housed individually after 12 weeks of age. Individual caging may be required for procedural or clinical reasons, or when specifically requested by the PI.

- a. Cage pans are cleaned daily.
- b. Litter pans are replaced daily.
- c. Racks, cages, and cage pans are changed every 2 weeks. Rack, cages, and cage pan changes will be noted on the **Room Status Sheet**. Animal will maintain its relative position on the new rack.

8. Room Duties

- a. Upon completion of cage changing, feed and watering, and daily health surveillance, the following tasks are to be performed. Room duties described below are minimal requirements, additional duties and frequencies are at the Facility Manager's discretion:
 1. Complete **Room Status Sheet** by recording:
 - a. Minimum and maximum room temperature and humidity (measurements out of the acceptable range are described under the **Health and Environmental Concern** column of the **Room Status Sheet** and reported to the Facility Manager via the **Health and Environmental Concern Form**).
 - b. Feed and Water are available
 - c. Caging and equipment changes are performed.
 - d. Housekeeping duties performed
 - e. Significant health or environmental concerns.
 - f. Time of observation and initials of technician.
 2. Assure no investigator's supplies or trash is left in room.
 3. Check and replenish supplies (e.g. soap, paper towels) as needed.
 4. Wipe down counter/sink areas with Sporicidin.
 5. Assure any new arrivals are recorded on **Per Diem Sheet**.
- b. Floors are to be swept and mopped Monday, Wednesday, Friday or when excessively soiled.
- c. **Weekly** room duties include:
 1. Flush automatic watering zones, by opening the flush valve outlet below each drinking valve (e.g., lixit) and at the end of a zone (if applicable) and allow the waterline to flush at maximum flow for approximately 5 minutes.
 2. Sanitize lixits with Clidox-S and thoroughly rinse/flush after the appropriate contact time.
 3. Sanitize mop head
 4. Sanitize enrichment items
 5. Wipe down door and doorframe with Sporicidin
 6. Physically count animals within the room
- d. **Semi-monthly** room duties include:
 1. Sanitize lixits with Clidox-S and thoroughly rinse/flush after the appropriate contact time.
 2. Wipe down counter/sink areas with Sporicidin.
 3. Assure any new arrivals are recorded on **Per Diem Sheet**.
 4. Check and replenish supplies (e.g. soap, paper towels) as needed.
 5. Wipe down door and doorframe with Sporicidin.
 6. Physically count animals within the room.