1. PURPOSE

This Standard Operating Procedure (SOP) describes the daily routine for caring of dogs.

2. RESPONSIBILITY

Animal care staff

3. MATERIALS

3.1. Feed
3.2. Clean bowls for food and water
3.3. Clean bedding
3.4. Clean environmental enrichment devices
3.5. Disinfectant

4. PROCEDURES

4.1. Daily:
   4.1.1. Observe animals and report any abnormality to the veterinary care staff.
   4.1.2. Log temperature (min/max) and humidity (min/max). Report any abnormality of environmental conditions (temperature, humidity, light, noise) to the facility supervisor.
   4.1.3. Reset temperature/humidity meter.
   4.1.4. Feed dogs *ad lib* at least once a day, unless otherwise recommended by the veterinarian.
   4.1.5. Offer fresh, clean, potable, uncontaminated water *ad lib*.
   4.1.6. Check automatic watering devices and flush them weekly for proper operation.
   4.1.7. Remove feces and soiled bedding. Observe for abnormal feces and alert veterinary care staff if necessary.
   4.1.8. Sweep floor.
   4.1.9. Empty the garbage container.

4.2. Weekly:
   4.2.1. Sanitize water bowls and food bowls.
   4.2.2. Mop floors with disinfectant solution.
   4.2.3. Check light timers.
   4.2.4. Replenish supplies in the room as needed.

4.3. Bi-monthly:
   4.3.1. Disinfect pens, including walls, and replenish with clean bedding.
   4.3.2. Clean environmental enrichment devices. Replace enrichment devices that are not sanitizable.

4.4. Monthly:
   4.4.1. Wipe down all surfaces such as sinks, doors, door jambs and doorknobs, windows, cart tops, shelves, etc. with the disinfectant solution once per month.

4.5. Bi-annual:
   4.5.1. Clean walls with disinfectant solution.
5. SPECIAL PROCEDURES

5.1. Sick or injured animals:
   5.1.1. Complete an Illness/Injury Report and submit it to the veterinary care staff.

5.2. Dead animals:
   5.2.1. Alert the veterinary care staff. The PI is notified by the veterinary care staff.