



CM SOP #100 – Receiving Food and Bedding

Original release date: 01/07/2016 Version: 5 Date last revised: 03/24/2026

I. Purpose & Scope

To establish standardized procedures for the receipt, inspection, handling, storage, and distribution of animal food and bedding within Comparative Medicine (CM) facilities. These procedures are intended to maintain product integrity, prevent contamination, ensure compliance with regulatory and accreditation standards, and support animal health and welfare. This SOP applies to all Comparative Medicine (CM) personnel responsible for ordering, receiving, transporting, storing, and distributing animal food and bedding within FAU vivaria and associated storage locations.

This SOP applies to deliveries received at:

- MC17 and/or MC22 loading docks (Jupiter campus)
- Building 71 delivery area and/or southside door to 35A (Boca Raton campus)

This SOP also applies to inter-building transport of food and bedding using the Animal Transport Vehicle.

II. Roles & Responsibilities

Comparative Medicine Staff

- Adhere to procedures outlined in this SOP
- Inspect deliveries for damage, contamination, and accuracy
- Document receipt and storage activities as required
- Inform the Facility Manager immediately of:
 - Delivery discrepancies
 - Damaged bags
 - Suspected contamination
 - Spoilage concerns
- Maintain organized storage using first-expired/first-used inventory practices
- Follow safe lifting and handling techniques

Research Staff, Students, Visitors

- Research personnel are not typically responsible for receiving or storing bulk food and bedding. However, research staff must:
 - Notify CM if specialized diets are required
 - Use only CM-approved food and bedding products
 - Report concerns regarding feed quality or contamination immediately to CM staff

CM Management

- Ensure procedures are followed as outlined in this SOP
- Place food and bedding orders through Lab Supply
- Verify delivery accuracy and address discrepancies
- Investigate damaged or contaminated materials



- Communicate with vendors regarding quality concerns
- Monitor environmental conditions in storage areas
- Ensure appropriate training is provided to personnel performing these duties
- Maintain oversight of storage practices, including hurricane preparedness supply planning
- Maintain training documentation

CM Director and AV

- Provide oversight to ensure food and bedding handling practices support animal health and regulatory compliance
- Review and address concerns related to:
 - Feed contamination
 - Product spoilage
 - Storage condition deviations
 - Biosecurity risks
- Determine appropriate actions when food or bedding quality may impact animal welfare
- Approve exceptions to storage practices when necessary for operational continuity (e.g., emergency preparedness)

III. General Notes & Definitions

- Food and bedding bags are heavy and require proper lifting technique to prevent injury.
- All deliveries must be inspected prior to entry into animal housing or storage areas.
- Environmental conditions in storage rooms must be monitored to preserve feed quality.
- Inventory should be managed using first-expired/first-used (FEFU) practices.
- Storage Duration
 - Standard storage duration: Up to 4 weeks
 - During hurricane season or emergency preparedness periods: Up to 3 months
 - This practice supports continuity of animal care operations during potential supply disruptions.
- Environmental Storage Parameters
 - The Guide recommends:
 - Temperature: $\leq 70^{\circ}\text{F}$
 - Humidity: $\leq 50\%$
 - FAU IACUC-approved exemption allows:
 - Maximum temperature: 74°F
 - Maximum humidity: 70%
 - If these levels are exceeded:
 - Personnel must notify the Facility Manager immediately.

IV. Materials & Equipment

- Clean transport carts
- Approved disinfectant
- Permanent markers



- Storage shelving
- Airtight food storage containers
- Personal protective equipment (PPE)
- Packing slips
- Animal Transport Vehicle (for inter-building transfers)
- Environmental monitoring system (e.g., Watchdog or equivalent, where applicable)

V. Procedure

A. Preparation (Ordering)

1. Bi-weekly, technicians will provide the FM or designee with food and bedding order requests by Tuesdays at noon

The FM or designee:

2. Submits the order via email
3. Copies technicians on the order
4. Confirms expected delivery
5. Schedules delivery for Fridays

B. Receiving Deliveries

- Vendor delivery locations:
 - a) MC17 loading dock
 - b) MC22 loading dock
 - c) Under the awning outside Building 71 delivery area
 - d) Southside door to Building 35A
- Deliveries are typically:
 - a) Palletized
 - b) Wrapped in plastic

C. Initial Handling and Inspection

The technician will:

1. Bring:
 - a) Clean cart(s)
 - b) Bottle of disinfectant
2. Spray the cart with disinfectant prior to loading materials
3. Inspect all bags for:
 - a) Damage
 - b) Tears
 - c) Moisture
 - d) Contamination
 - e) Correct product delivery
4. If a bag is damaged and food is exposed:
 - a) Take a photo of:
 - (i) Lot number
 - (ii) Damaged area
 - b) Mark the bag "DO NOT USE" using permanent marker
 - c) Notify the Facility Manager immediately
 - d) Retain the bag until disposal instructions are provided
5. Retain packing slips for Facility Manager review if:
 - a) Orders are incorrect
 - b) Supplies are missing
 - c) Items are backordered

**D. Disinfection and Transport to Storage**

1. Load bags onto the cart
2. Spray bags with disinfectant
3. Leave cart in loading area or hallway
4. Observe required disinfectant contact time
5. Transport cart to the designated storage room
6. Unload materials onto storage shelves

E. Labeling and Storage

1. Organize food by type
2. Stack according to expiration date:
 - a) Earliest expiration on top
 - b) Latest expiration on bottom
3. Ensure proper inventory rotation.

F. Storage and Distribution

When transferring food into storage containers:

1. Inspect for:
 - a) Discoloration
 - b) Mold
 - c) Wetness
 - d) Stickiness
 - e) Odor changes

If any abnormality is identified:

2. Set the bag aside
3. Mark: "DO NOT USE"
4. Notify the Facility Manager immediately

The Facility Manager will:

5. Document the issue
6. Contact the vendor if needed
7. Investigate storage conditions

Food containers must:

8. Be sealed
9. Be labeled with:
 - a) Food type
 - b) Expiration date
 - c) Bin sanitization date (completed monthly)

10. If containers become warped they must be discarded and the FM notified.

G. Transport Between Buildings

Transport must occur using:

1. Animal Transport Vehicle
2. CM carts
3. CM golf cart

Requirements:

4. Disinfect before and after transport
5. Refer to *CMSOP 900: Care and Use of Animal Transport Vehicle(s)*

H. Recordkeeping

1. Document and retain the following:
 - a) Packing slips
 - b) Delivery discrepancy documentation
 - c) Vendor communication records



- d) Storage condition deviation reports (if applicable)
2. Save packing slips for review and collection by the Facility Manager.

VI. Health & Safety

- A. Personnel must:
 - Wear appropriate PPE
 - Use proper lifting techniques
 - Avoid overloading carts
 - Maintain clear walking paths
- B. In the event of injury personnel must:
 - Notify the Facility Manager immediately
 - Complete an institutional injury report per *CM SOP 008: Reporting Accidents, Injury, and Illness*

VII. References & Attachments

- *Guide for the Care and Use of Laboratory Animals*. 2011
- Animal Welfare Act, as amended: 7 USC §2131–2156
- Animal Welfare Regulations: 9 CFR §3.129
- CMSOP 900: Care and Use of Animal Transport Vehicle(s)

VIII. Revision History

Revision Date	Revision Number	Summary of Changes
12/05/2017	2	Added info on Lab Supply, added Jupiter info, removed food names, added Reference section, added storage and use section
10/21/2020	3	Added steps for Jupiter and labeling food containers.
06/01/2023	4	Removed “rodent” from title to make it generic for all species
03/24/2026	5	Updated format, made ADA compliant, streamlined language

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