



## CM SOP #900 – Care and Use of Animal Transport Vehicle(s)

Original release date: 12/18/2013    Version: 5    Date last revised: 03/01/2026

### I. Purpose & Scope

This SOP establishes procedures for the safe operation, sanitation, maintenance, and documentation of Comparative Medicine vehicles used for animal and equipment transport. The goal is to ensure vehicles remain safe, functional, and sanitary while minimizing risks to personnel, animals, and biosecurity. This SOP applies to all Comparative Medicine (CM) personnel who operate, maintain, or supervise the use of CM vehicles.

### II. Roles & Responsibilities

#### Comparative Medicine Staff

- Operate CM vehicles in accordance with all applicable traffic laws and institutional policies.
- Maintain the cleanliness and sanitation of vehicles after transport of animals, cages, or potentially contaminated materials.
- Document vehicle use, cleaning, fuel replenishment, and maintenance in the Vehicle Care and Use Log.
- Report vehicle malfunctions, warning indicators, damage, or safety concerns to CM management promptly.

#### Research Staff, Students, Visitors

- May only use CM vehicles if explicitly authorized by CM management.
- Must follow all applicable transport, sanitation, and safety requirements.
- Must report any issues encountered during vehicle use to CM staff or management.

#### CM Assistant and Associate Directors

- Ensure personnel operating CM vehicles are appropriately trained.
- Ensure vehicle sanitation, maintenance, and documentation procedures are followed.
- Coordinate vehicle maintenance and service when required.
- Monitor vehicle logs for compliance with operational and sanitation standards.

#### CM Director and AV

- Provide oversight of animal transport practices and associated biosecurity procedures.
- Ensure vehicle use practices align with animal welfare, biosafety, and institutional policies.
- Ensure adequate resources are available for vehicle maintenance and sanitation.

### III. General Notes & Definitions

- CM vehicles must be maintained in safe working condition at all times.
- Vehicles used for animal transport must be cleaned and disinfected regularly to prevent contamination between transport events.



- Drivers must possess a valid driver's license and be authorized by CM management prior to operating CM vehicles.
- Vehicle use must be documented in the Vehicle Care and Use Log.
- Vehicles should never be used for unauthorized purposes.

#### IV. Materials & Equipment

- Vehicle Care and Use Log
- Approved disinfectant solution
- Disposable cleaning wipes or paper towels
- Mop or cleaning cloths
- Vacuum or broom
- Cargo pads
- Disposable gloves
- Gas card and vehicle fuel fob
- Personal protective equipment (PPE) as required

#### V. Procedure

##### A. Vehicle Operation

1. Drivers must possess a valid driver's license, taken applicable EH&S Defensive Driving courses, and be authorized by CM management.
2. Drivers must follow all traffic laws and safety regulations.
3. Prior to vehicle use, visually inspect the vehicle for safety concerns (e.g., warning lights, flat tires, unusual noises).
4. Record vehicle use in the Vehicle Care and Use Log.
5. Report any irregularities, warning lights, or mechanical concerns to a supervisor immediately.
6. If fuel falls below  $\frac{1}{4}$  tank, replenish fuel as described below.

##### B. Interior Cleaning and Disinfection

1. Interior sanitation must occur:
  - a. After transport of animals or dirty cages
  - b. Before transporting animals
  - c. More frequently if contamination occurs
2. **Procedure:**
  - a. Remove cargo pads.
  - b. Sweep or vacuum the cargo area floor.
  - c. Mop or wipe the cargo floor using an approved disinfectant.
  - d. Wipe plastic and metal surfaces with disinfectant.
  - e. Disinfect cargo pads and return them to the vehicle.
  - f. Dispose of cleaning materials appropriately.
  - g. Document cleaning in the Vehicle Care and Use Log.

##### C. Exterior Cleaning

1. Clean the exterior of the vehicle as necessary to maintain professional appearance.
2. Vehicles may be washed using an automated car wash.
3. Document cleaning in the Vehicle Care and Use Log.

##### D. Preventative Maintenance

1. Vehicles must undergo professional preventative maintenance at least annually.



2. Oil changes and servicing should follow manufacturer recommendations.
3. When mechanical issues cannot be resolved internally, notify CM management so the vehicle can be serviced at an approved garage or dealership.
4. Record maintenance activities in the Vehicle Care and Use Log.

**E. Fuel Replenishment**

1. Refill fuel when the tank reaches ¼ capacity or less.
2. Use the institutional gas card and fuel fob when fueling on campus.
3. Follow pump instructions and use unleaded gasoline unless otherwise specified.
4. Ensure the vehicle is fueled during Hurricane Watch or Warning conditions.
5. Document fuel replenishment in the *CM Form 020: Vehicle Care and Use Log*.

**VI. Health & Safety**

- Personnel must comply with all traffic laws and vehicle safety requirements.
- Appropriate PPE must be worn when handling cleaning agents or contaminated materials.
- Gloves must be worn when handling disinfectants, chemicals, or oil.
- Personnel must follow manufacturer safety instructions and Safety Data Sheets (SDS) when using disinfectants.
- Hands must be washed after performing vehicle cleaning or maintenance activities.
- Issued scrubs must be changed prior to returning to animal husbandry duties if contamination occurs.
- Vehicles used for animal transport must be cleaned to prevent cross-contamination between animal populations.

**VII. References & Attachments**

- Vehicle Manufacturer Manual
- *Guide for the Care and Use of Laboratory Animals*. National Research Council.
- FAU Environmental Health and Safety Chemical Safety Program
- Safety Data Sheets (SDS) for disinfectants used by Comparative Medicine
- *CM Form 020: Vehicle Care and Use Log*

**VIII. Revision History**

Revision Date	Revision Number	Summary of Changes
06/12/2017	2	Added instructions for new gas pumping procedure. Changed some minor wording.
03/02/2021	3	Removed cargo mat, changed exterior removed manually washing the exterior
04/03/2024	4	Added mats under cages
03/01/2026	5	Updated format, made ADA compliant

Approved by: Nicole Compo, DVM, DVSc, DAACLAM, Attending Veterinarian