

Standard Operating Procedure

SOP Number: **02-18-5151**

Service: **Research**

Operating Section: **Administration**

Unit: **CMF**

Title: **Response to Environmental Monitoring Alarm**

Purpose:

To outline the actions that must be taken in response to an alarm of the CMF environmental monitoring system both during normal working hours and off hours.

Procedure:

- 1) Upon receiving an alarm that an out of limit environmental condition exists in the CMF, engineering personnel must immediately proceed to the site, assess the situation and formulate a plan to correct the problem.
 - 2) If it is determined that the problem cannot be corrected quickly enough to avoid potentially endangering the health and/or safety of the animals the personnel listed in the CMF emergency response guide will be contacted as soon as possible and briefed.
 - 3) Facilities personnel will brief the appropriate CMF contacts as to the status of ongoing repairs every two hours or as needed until the required work has been completed.
 - 4) Facilities personnel will notify the CMF contacts when the job has been completed and the environmental control system has been returned to full serviceability.
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Comments:

This SOP is to be distributed and approved by the Assistant Director, Physical Plant & Grounds (LUMC).

OFFICE USE ONLY:

APPROVALS

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|---------------------------------------|-----------------------|-------------------------|---------------------------------|
| Responsible Official Signature | | Date | |
| QA Signature | | Date | |
| Version #2 | Effective Date | Supersedes #1 | Original Date 6/26/09 |