

Standard Operating Procedure

SOP Number: **02-18-5002**

Service: **Research**

Operating Section: **Administration**

Unit: **CMF**

Title: **Weekend and Holiday Care**

Purpose:

To define the coverage for holiday and weekend care.

Procedure:

- 1) Weekend and holiday care is provided by full or part-time staff members.
- 2) Coverage is for 8 hours (unless exempted by the Operations Manager, CMF). Duties assigned for each non-regular work day consist of feeding, watering, scheduled cage cleaning/autoclaving, waste removal, administering treatments, basic animal observations, and occasional assistance to investigators.
- 3) The Director, Assistant Director, Clinical Veterinarian and the Operations Manager, CMF are always accessible through mobile devices.

Comments:

None

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Responsible Official		Date	
QA Signature		Date	
Version #2	Effective Date	Supersedes #1	Original Date 8/11/11