UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION			
Section:	**HVAC**	**Procedure**	**HVAC-19**
Subject:	**Animal Facility Temperature Alarms**	**Effective Date:** **Revised Date:**	**October 2001** **December 2019**
Facilities Officer:	Michael Hart	**Reviewed Date:**	**February 2023**

Standard Operating Procedure

Procedures will be implemented whenever Central Control is notified of a research animal housing room that is exceeding the alarm setpoints for temperature or humidity. The setpoints for the housing rooms vary based on the species housed in the room. All rooms have a specific setpoint for temperature and a humidity range setpoint between 30% -- 70%. These requirements are published in the *Guide for the Care and Use of Laboratory Animals* by the National Research Council, Copyright 2011, Eighth Edition, or PHS policy on the Humane Care and Use of Laboratory Animals. Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC), and the Standards of the Federal Animal Welfare Act.

Facility Operations should always work closely with the animal facility management on both the Health Science Campus as well as the Main Campus and have the contact information of the leads in those areas. The Department of Laboratory Animal Resources "DLAR" is the largest centralized department that operates the animal facilities in the basement of Health Education Building, as well as, the basement of Wolfe Hall. There are additional small satellite animal facilities "*satellite facilities*" that DLAR does not operate. These animal facilities are operated by the specific labs so facilities must be aware of those labs, lab managers and have their contact information as well.

Each active animal room has a setpoint for temperature and the temperature is allowed to fluctuate + or - 2°F. If the room should go outside of that range, then facilities needs to address the issue as a priority.

- Example: A rodent room setpoint is usually 72°F and as long as the temperature is between 70°F and 74°F there are no issues.

If the room temperatures are excessively outside the range, then it's considered a "Critical Alarm" and facilities must treat it as such. Contact the responsible managers for that animal facility immediately. If it happens to be a satellite facility and the responsible person is not available, then contact the DLAR managers.

- Example: Room setpoint of 72°F but the room is cooler than 66°F or hotter than 78°F. This would be a Critical Alarm.

Purpose

We must ensure the safety and wellbeing of all researcher animals.. Facility Operations' critical role and responsibility is to minimize environmental variations that can adversely affect the health and wellbeing of the animals. Environmental variation can negatively influence the researcher's results, as well as, the University's ability to produce sound publishable research data.

Procedure

1. In-the-event that the temperature of a given animal room is in alarm, based on the alarm setpoints, immediate steps must be taken to rectify the situation and bring the room back to the approved temperature range.
    a. Check the air-handling equipment to ensure it is operating in the normal range. Adjust if necessary.
    b. Adjust the temperature of the room through the building automation system. If this does not correct the problem, call a technician to make the necessary repairs.
    c. If after hours use the call-in procedures.

2. If the alarms should enter a **Critical Alarm** situation, follow the above process but contact the listed responsible animal facility manager for that area immediately. Keep the animal facility manager informed of your progress.
    a. Always follow alarm message procedure.
    b. If the area is a satellite facility (not managed by DLAR) always try to contact the lab managers listed for that area but in the event you're unable to connect with that person/s you can call the DLAR lab managers.

A physical inspection of the room/area may be needed in order to assess the situation accurately and report back to the animal facility manager. All facilities operation personnel should be trained in entering the animal spaces but if there should be a question on how to do so contact the animal facility manager listed for guidance.

Record everything in the Log Book.

Animal Facility Managers:

Health Education Building: 287, 013G, 013H (satellite facility)
- Alex Wisner 419-654-2643
- Dr. Fred Williams 419-842-9850

Health and Human Service Building: 1417 A-D (satellite facility)
- Frank Pizza, 419-474-6605
- Dave Velliquette 419-297-6916

University Hall Building: 5509-5518 (satellite facility)
- Gim Koay 727-742-6041
- Henry Heffner 419-304-1542

Block Health Building: 369 (satellite facility)
- John Turner 419-893-4146

Health Education & Wolfe Hall Buildings:
- Scott Bechaz 419-205-0094
- Ashley Kurth 419-205-7444