

IACUC SOP: Animal Feed Mill Date Management

Overview

This SOP establishes guidelines for proper handling, storage, and tracking of animal feed to maintain feed quality and prevent spoilage.

Scope

This procedure applies to all personnel responsible for handling and storing animal feed. It covers feed usage timelines, labeling practices, and storage container maintenance.

Responsibilities

Caretakers & Facility Managers: Responsible for feed handling, proper storage, and container maintenance.

IACUC Office Team: Monitor feed management as part of routine facility inspections.

Materials

- Storage containers (vermin-proof)
- Feed
- index cards or permanent marker
- Cleaning materials

Procedure

Step 1: Feed Usage Timeline

- All feed must be used within **six months** of its mill date or otherwise states by their fabricant.
- If different feeds are combined, use the most recent expiration date as the reference for usage.

Step 2: Proper Feed Storage

- Store all open feed in securely closed **vermin-proof containers** to prevent contamination.
- Keep feed inside its original bag when placed inside the vermin-proof container.
- If combined feed bags, store the feed inside a plastic bag before placing it in the vermin-proof container.
- Keep storage areas clean and dry to minimize risks of mold or vermin infestations.

Step 3: Labeling Feed Containers

- Clearly label all feed containers or bags with the **mill date** and/or **expiration date**.
- Labeling options:
 - Use a marker to label directly on the feed bag in a visible place.
 - Use a 3x5 index card with two columns titled: Expiration Date and Mill Date.
 - If using a plastic index card, it can be reused for several months, updating dates as needed. Replace the card when full, damaged, or when a new bag of feed is added.
- If combined feed is used, update the labeling accordingly.

Step 4: Cleaning Feed Storage Containers

- Clean all feed storage when the feed type is changed.
- In case combined feed – clean the vermin proof contained and use new bags to store combined feed.
- Use soap, water, and disinfectant to sanitize containers, then allow them to dry completely before refilling.

Examples



Figure 1: Examples of vermin-proof containers.

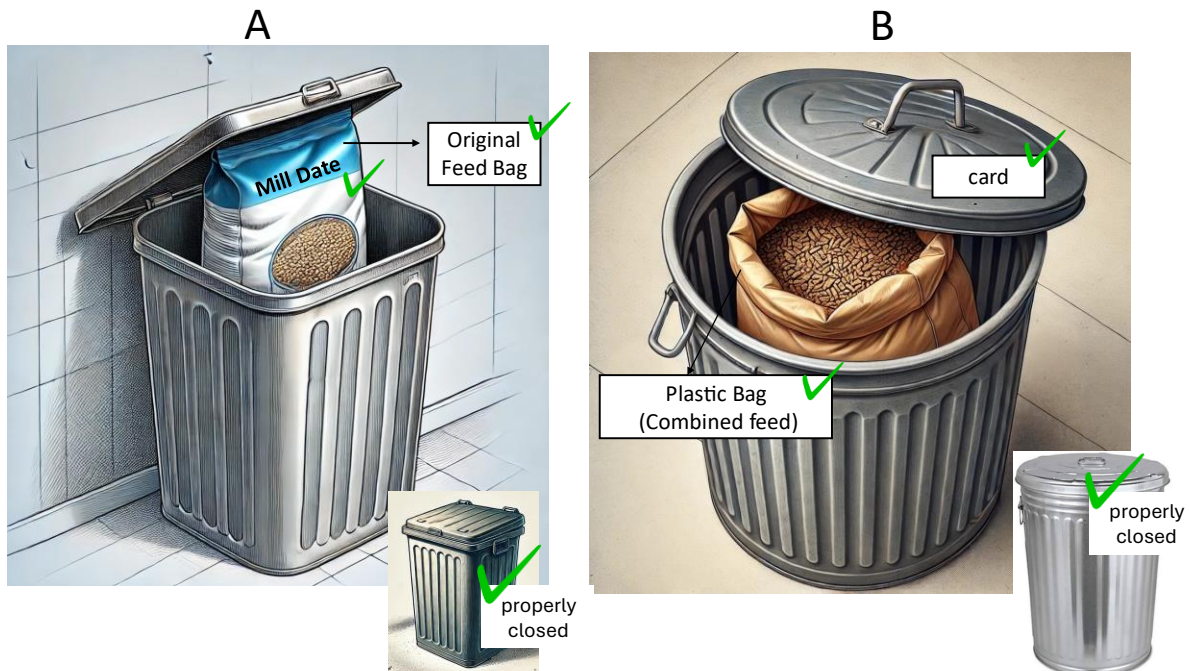


Figure 2: Examples of correct feed storage and labeling. (A) Example of feed storage in its original bag with the mill date marked, placed inside a vermin-proof container that can be securely closed. (B) Example of combined feed storage in a plastic bag inside a vermin-proof container that can be securely closed, with proper labeling using a card attached to the container lid.

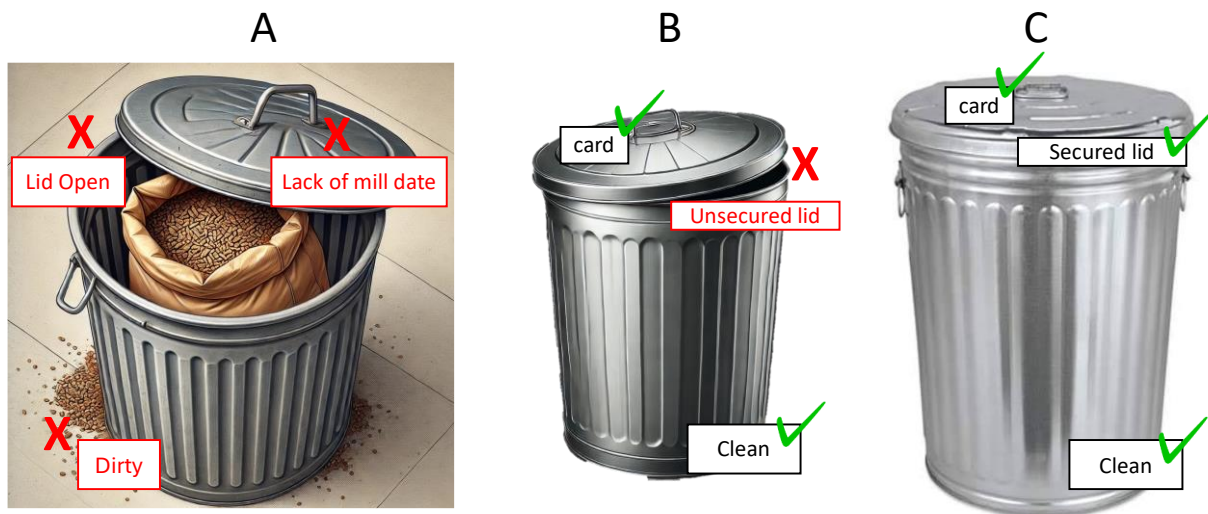


Figure 3: Examples of incorrect feed storage and labeling. (A) The first example shows issues with the lack of mill date or expiration date identification, an improperly closed lid, and spilled feed around the storage area, which can attract vermin. (B) In the second example, although the area is clean, the lid of the vermin-proof container is not properly closed, and there is no identification label. (C) Proper feed storage for comparison, with identification clearly marked either on the container lid or directly on the feed bag, a securely closed container, and a clean, dry storage area.

History of Revisions

Approval – IACUC meeting 03/25/2025