

ANIMAL FEED AND BEDDING GUIDELINES

I. Purpose/Scope

This policy outlines the method of procuring animal feed and bedding and describes accepted guidelines for the storage of these supplies.

II. Policy

A. Feed

1. All animal diets are inspected for damage upon arrival and prior to accepting. Animal diets are not accepted if damaged. Cans or bags with major damage or damage at the seams are either not accepted or discarded. Cans with minor damage (e.g., minor dents) are acceptable but must be used first.
2. All animal diets are inspected for a milling date or expiration date upon arrival. Diets are not accepted/purchased if they cannot be used up before their date of expiration.
3. No animals will be fed expired diets. Consider the following when determining expiration dates of animal diets:
 - a. Bagged laboratory diets will a milling date expire 180 days from the milling date.
 - b. Bagged laboratory diets without a milling date expire 90 days from date of purchase.
 - c. Canned animal diets with expiration dates expire on that date.
 - d. Canned animal diets without an expiration date expire a year from the date of purchase.
 - e. Fresh diets are considered expired when they appear visibly spoiled, become discolored, wilted, stale, and would not be considered suitable for human consumption.
4. All diets (e.g., bagged, canned, and fresh diets) that are not labeled with a milling date or date of expiration must be clearly labeled with the date of purchase.
5. All stocks of foodstuffs are rotated so that the old stock is used first.

B. Feed and Bedding Storage

1. All bagged feed is stored in designated rooms within the facility. Bags are stored on shelves off of the floor and 6 inches away from the wall. Any feed stored longer than 30 days is in climate-controlled storage. All rooms for long-term storage of feed are air conditioned and maintained at approximately 60-80 degrees F.
2. Any food entering the scales equine feed room or an outdoor feed bin, whichever occurs first, should be marked with that day's date using a dark-colored permanent marker on the end of the bag to be opened.
3. Opened dry feeds are kept in the bag in a plastic feed barrel on wheels, or suitable container with a tight fitting lid. Feed in the biomedical research center is poured into the feed barrel. Since the

bag is not left in the feed bin, bins are labeled with the expiration date and date opened. Feed barrels are designated for use in a specific room, and are not to be moved between animal rooms. Barrels are routinely emptied of fines and remnant feed, and sanitized every two weeks. Feed barrels that become soiled or require additional sanitation may have their contents emptied into a clean barrel and sanitized on an as-needed basis, to be determined by the Facility Manager.

4. Opened canned diets are covered or placed in a suitable container, labeled with the date opened, and stored in designated “animal diets only” refrigerators.
5. Hay is stored in the hay barn, at least 6 inches away from the wall and off the floor. Temporary hay storage is located in equine clinics.
6. Bedding is stored on platforms or shelves off the floor and 6 inches away from the wall in designated rooms in the facility. When bags of bedding are opened, bedding is stored in labeled plastic barrels with wheels and tight fitting lids. Cage paper is stored off the floor on platforms or shelves.

C. Monitoring Feed and Bedding Storage Areas

1. Feed and bedding storage rooms are routinely monitored for temperature, humidity, vermin, and sanitation, and the results are recorded on the Room Status Sheet. Temperature and humidity are monitored using a room thermometer/hygrometer with minimum/maximum capabilities and the results recorded daily.