

NHP (Non-Human Primate) CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. These may include:

- Routine training as required by the contract.
- New investigator orientations
- Irradiator Training

If there is a reduction in either Animal Study Protocol (ASP) directed technical support or enrichment activities, Veterinary Medical Branch (VMB) staff may be assigned to assist with routine husbandry activities. Any such re-assignment will be coordinated with the VMB. In addition, facility management may be required to provide husbandry support. Other staff (administrative, transportation) enrolled in the Occupational Medical Service Animal Exposure Surveillance Program may be asked to participate in animal husbandry and or cagewash as needed.

NHP Facilities at a 20 -30% reduction in staff:

- Effect on Animal Care Taking – Minimal.
- Effect on Cage Wash – Minimal
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every other week. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Cages sanitized in the cage washer every 21 days (from 14 days). Pressure washing /chemical sanitation in place every 21 days (from 14 days) where approved in SOPs.
- Operations meetings will occur.
- Routine veterinary care will occur. Technical Service Request (TSR) support will occur.
- Ability to bring in quarantine animals will not be affected.
- Bedded pan NHP - pans will be dumped per SOPs.
- Frequency of bedding change in the indoor / outdoor housing areas reduced from twice weekly changes to once weekly and spot changed as needed.
- Extend the required lead time for requests of animal shipment from 3 to 14 days.
- Caretaker duties would consist of:
 - Washdown, pan and cage changes as described.
 - The feeding of animals and health checks.
 - Enrichment provided as normal
 - Facility sanitation as described above

NHP Facilities at a 31-40% reduction in staff:

Effect on Animal Care Taking – Moderate – further reduces the established standard of care provided under normal circumstances.

- Effect on Cage Wash – Moderate - reduction on cage wash demands. This reduction stems directly from change in cage washing schedules.

- The frequency of scheduled facility inspections (as per SOP) may be reduced to monthly. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Cages sanitized in the cage washer every 28 days (from 21 days). Pressure washing /chemical sanitation in place every 28 days (from 21 days) where approved in SOPs.
- Operations meetings will occur.
- Routine veterinary care will occur. TSR support will be evaluated and limited.
- Ability to bring in quarantine animals will be limited.
- Bedded pan NHP - pans will be dumped per SOPs.
- Frequency of bedding change in the indoor / outdoor housing areas reduced from twice weekly changes to once weekly and spot changed as needed.
- Extend the required lead time for requests of animal shipment from 14 to 21 days.
- Overtime might be required to maintain sanitation schedules.
- Caretaker duties would consist of:
 - Washdown, pan and cage changes as described.
 - The feeding of animals and health checks.
 - Enrichment provided may be adjusted to every other day
 - Facility sanitation as described above

NHP Facilities at a 41% or greater reduction in staff:

- Effect on Animal Caretaking – Severe – Extreme reduction in established standards of care and possible animal health issues.
- Effect on Cage Wash – Severe – There will be an extreme reduction in the amount of materials being sent to cage wash for processing due to an altered sanitation schedule.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every 6 weeks and restricted to animal holding rooms. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Cages sanitized in the cage washer every 35 days (from 21 days). Pressure washing /chemical sanitation in place every 35 days (from 21 days) where approved in SOPs.
- Bedded pan NHP - pans will be dumped per SOPs. Frequency of bedding change in the indoor / outdoor housing areas reduced from twice weekly changes to once weekly and spot changed as needed.
- Routine veterinary care will occur. TSR support will be suspended.
- Operations meetings will occur.
- Incoming and outgoing shipments suspended.
- Animal transportations will not occur.
- Overtime will be required to maintain sanitation schedules.
- Caretaker duties would consist of:
 - Washdown, pan and cage changes as described.

- The feeding of animals and health checks.
- Enrichment provided may be adjusted to three times per week
- Facility sanitation as described above.

CARNIVORE CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. These may include:

- Routine training as required by the contract.
- New investigator orientations
- Irradiator Training

If there is a reduction in either Animal Study Protocol directed technical support or enrichment activities, Veterinary Medicine Branch (VMB) staff may be assigned to assist with routine husbandry activities. Any such re-assignment will be coordinated with the VMB. In addition, facility management may be required to provide husbandry support. Other staff (administrative, transportation) enrolled in the Occupational Medical Service Animal Exposure Surveillance Program may be asked to participate in animal husbandry and or cagewash as needed.

Carnivore Facilities at a 20-30% reduction in staff:

- Effect on Animal Care Taking – Minimal.
- Effect on Cage Wash – Minimal
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every other week. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Daily operation meetings will occur
- The ability to transport animals will not be affected.
- Routine veterinary care will continue (nail trimming)
- Caretaker duties would consist of:
 - Hosing down the kennels daily.
 - Changing pans three times per week and racks every 14 days for ferrets.
 - The feeding of animals and health checks.
 - Sanitation of kennels / cages would be performed every 21 days as opposed to every 14 days.

Carnivore Facilities at a 31-40% reduction in staff:

- Effect on Animal Care Taking – Moderate - reduces the established standard of care provided under normal circumstances.
- Effect on Cage Wash – Moderate - reduction on Cage Wash demands by 60%. This reduction stems directly from the 50% decrease in environmental enrichment washing normally provided for the dogs and the sanitation of kennels/cages on a monthly basis.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every other week. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Daily operation meetings will occur.
- Routine veterinary care will continue (nail trimming). Technical Service Request (TSR) support will need to be evaluated and limited.
- Routine facility cleaning in common areas, as per SOP, will decrease by 50%.
- The ability to transport animals will not be affected.

- Caretaker duties would consist of:
 - Hosing down the kennels daily.
 - Changing pans three times per week and racks every 21 days for ferrets.
 - The feeding of animals and health checks.
 - Sanitation of kennels / cages would be performed once a month.

Carnivore Facilities at a 41% or greater reduction in staff:

- Effect on Animal Care Taking – Severe – Extreme reduction in established standards of care, increased fecal build up and possible animal health issues.
- Effect on Cage Wash – Severe – There will be an extreme reduction in the amount of materials being sent to Cage Wash for processing due to an altered schedule; however, the Cage Wash staff will also have an estimated reduction in staffing thus creating the “severe” effect.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every other week. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Meetings will be performed on a weekly basis to only discuss any new or pending medical cases and treatments.
- No Routine facility cleaning in common areas, as per SOP, will be performed.
- Routine veterinary care will continue (nail trimming). TSR support will need to be evaluated and further limited or stopped.
- No transportation of animals will be provided or available.
- The receiving and shipping of animals to and from the facility will cease. There will be no receiving of animals for quarantine.
- Animals will be excluded from having outdoor access.
- Caretaker duties would consist of:
 - Hosing down the kennels daily.
 - Changing pans two times per week and racks every 28 days for ferrets.
 - The feeding of animals and health checks.
 - No Sanitation of kennels / cages would be performed.

RODENT CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. These may include:

- Routine training as required by the contract.
- New investigator orientations
- Irradiator Training

If there is a reduction in either ASP directed technical support or enrichment activities, Veterinary Medicine Branch (VMB) staff may be assigned to assist with routine husbandry activities. Any such re-assignment will be coordinated with the VMB. In addition, facility management may be required to provide husbandry support. Other staff (administrative, transportation) enrolled in the Occupational Medical Service Animal Exposure Surveillance Program may be asked to participate in animal husbandry and or cagewash as needed.

Rodent Facilities at a 20 – 30% reduction of staff:

- Effect on Animal Care Taking – Minimal.
Effect on Cage Wash – Minimal.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every other week. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Daily operations meeting will occur.
- Routine veterinary care will continue for colony health. Technical Service Request (TSR) requests will be evaluated and handled as time permits.
- Caretaker duties would consist of:
 - Cage changing.
 - The feeding of animals and health checks.
 - Facility sanitation

Rodent Facilities at a 31 - 40% reduction of staff:

Effect on Animal Care Taking – Moderate – Reduction in established standards of care and possible animal health issues.

Effect on Cage Wash – Moderate – There will be reduction in the amount of materials being sent to cage wash for processing due to an altered sanitation schedule.

- The frequency of scheduled facility inspections (as per SOP) may be reduced to monthly. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Routine facility cleaning in common areas, as per SOP, will decrease by 50%.
- Daily operations meeting will occur.
- Modify cage change schedule for ventilated racks to every 10 days with spot changing between changes. Static cages with filter tops will need to remain on the regular change schedule. Static cages without filter tops may be changed

- weekly with spot checks between changing. Follow Facility Manager directions for cage changing were specific ASP requirements need to be followed.
- Change wire and filter tops monthly or as necessary. Completely dump and refill feed every other week.
 - Overtime may be required for contract staff to complete husbandry and cagewash responsibilities.
 - Routine veterinary care will continue for colony health.
 - TSR work may need to be suspended. Consult with the Director and the PI regarding suspension of breeding pairs, except to maintain critical lines. Weaning will be performed to prevent overcrowding. Tag and Tail procedures may need to be suspended. Check with lab staff for assistance is necessary.
 - It is anticipated that the requirement for receiving and shipping of animals to and from the facility will be reduced. Institute/Center staff may be required to box animals for investigator transfer to labs on campus.
 - Evening support staff may be shifted to normal working hours to aid in any area that needs support. This evening nighttime work usually consists of prepping items for the next days use.
 - Consult with PI regarding TSR support for possible reduction in requirements or assistance from the lab.
 - Caretaker duties would consist of:
 - Cage changing.
 - The feeding of animals and health checks.
 - Facility sanitation as described above

Rodent Facilities at a 41% or greater reduction of staff:

- Effect on Animal Caretaking – Severe – Extreme reduction in established standards of care and possible animal health issues.
- Effect on Cage Wash – Severe – There will be an extreme reduction in the amount of materials being sent to cage wash for processing due to an altered sanitation schedule.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every monthly and restricted to animal holding rooms. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Daily operations meeting will occur.
- Normal room decontamination schedules and environmental monitoring will be altered to allow adequate time for other aspects of facility operation to be performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Modify cage change schedule for ventilated racks to every 14 days with spot changing between changes. Static cages with filter tops will need to remain on the regular change schedule. Static cages without filter tops may be changed

- weekly with spot checks between changing. Follow Facility Manager directions for cage changing where specific ASP requirements need to be followed.
- Change wire and filter tops monthly or as necessary. Completely dump and refill feed every other week.
 - Overtime may be required for contract staff to complete husbandry and cagewash responsibilities.
 - Suspend TSRs where possible. Consult with the Director and the PI regarding suspension of breeding pairs, except to maintain critical lines. Weaning will be performed to prevent overcrowding. Tag and Tail procedures may need to be suspended. Check with lab staff for assistance is necessary.
 - The receiving and shipping of animals to and from the facility will cease. As well, no service will be provided for the boxing of animals for investigator removal to labs on campus (Investigative staff will have to perform this task). No animal exports or imports will be approved, accepted or sent and no quarantine shipments will be accepted.
 - Evening support staff may be shifted to normal working hours to aid in any area that needs support. This evening nighttime work usually consists of prepping items for the next day's use.
 - Consult with PI regarding TSR support for further reduction in requirements or assistance from the lab.
 - In the event there is a lack of administrative staff to answer phones, notify customers via email to call designated cell phones of staff that are present in the facility.
 - Caretaker duties would consist of:
 - Cage changing.
 - The feeding of animals and health checks.
 - Facility sanitation as described above.

UNGULATE CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. These may include:

- Routine training as required by the contract.
- New investigator orientations
- Irradiator Training

If there is a reduction in either Animal Study Protocol directed technical support or enrichment activities, Veterinary Medicine Branch (VMB) staff may be assigned to assist with routine husbandry activities. Any such re-assignment will be coordinated with the VMB. In addition, facility management may be required to provide husbandry support. Other staff (administrative, transportation) enrolled in the Occupational Medical Service Animal Exposure Surveillance Program may be asked to participate in animal husbandry and or cagewash as needed.

Ungulate Facilities at a 25 - 50% reduction in staff:

- Effect on Animal Care Taking – Minimal.
- Effect on Cage Wash – Minimal.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every other week. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Daily operation meeting will occur.
- The ability to transport animals will not be affected.
- Routine veterinary care will continue (hoof trimming). Technical Service Request (TSR) support will occur.
- Caretaker duties would consist of:
 - Hosing down the box stalls & pens daily.
 - The feeding of animals and health checks.
 - Sanitation of box stalls & pens would be performed every 21 days (from 14 days)

Ungulate Facilities at a 51 - 75% reduction in staff:

- Effect on Animal Caretaking – Moderate – Reduction in established standards of care and possible animal health issues.
Effect on Cage Wash – Moderate – There will be reduction in the amount of materials being sent to cage wash for processing due to altered sanitation schedules.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to monthly. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Daily operation meetings will occur
- Routine facility cleaning in common areas, as per SOP, will decrease by 50%.
- The ability to transport animals will not be affected.
- Routine veterinary care will continue (hoof trimming)
- Consult with PI regarding TSR support for possible reduction in requirements or assistance from the lab.
- Animals may be restricted from having outdoor access.
- Caretaker duties would consist of:

- Hosing down the box stalls daily.
- The feeding of animals and health checks.
- Sanitation of box stalls & pens would be performed once a month. (from 21 days)

Ungulate Facilities at a 75% or greater reduction in staff:

- Effect on Animal Caretaking – Severe – Extreme reduction in established standards of care and possible animal health issues.
- Effect on Cage Wash – Severe – There will be an extreme reduction in the amount of materials being sent to cage wash for processing due to altered sanitation schedules.
- The frequency of scheduled facility inspections (as per SOP) may be reduced to every 6 weeks and restricted to animal holding rooms. However, the facility will be monitored throughout the day and checked at end of workday to ensure adequate level of effort and quality were performed.
- Regularly scheduled AALAS training may not be conducted. Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Daily operations meetings will occur.
- No routine facility cleaning, in common areas, as per SOP, will be performed.
- No transportation of animals will be provided or available.
- The receiving and shipping of animals to and from the facility will cease. There will be no receiving of animals for quarantine.
- Animals will be excluded from having outdoor access.
- Caretaker duties would consist of:
 - Hosing down the box stalls & pens daily.
 - The feeding of animals and health checks.
 - No sanitation of box stalls & pens would be performed.
- In the event there is a lack of administrative staff to answer phones, notify customers via email to call designated cell phones of staff that are present in the facility.