# STANDARD OPERATING PROCEDURES
**DIVISION OF COMPARATIVE MEDICINE**
**UNIVERSITY OF SOUTH FLORIDA**

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| **TITLE:** | **Thermometer/Hygrometer Use** |
| **SCOPE:** | Research and Animal Care Personnel |
| **RESPONSIBILITY:** | Facility Manager, All Animal Program Personnel |
| **PURPOSE:** | To Outline the Proper Procedures for Use and Maintenance of the Thermometer/ Hygrometer |

## I.    PURPOSE

1. This procedure outlines the use and maintenance of Thermometer/Hygrometer used to monitor room humidity and temperature within the animal facilities.

## II.    RESPONSIBILITY

1. It is the responsibility of the Facility Manager to ensure that equipment is appropriately cleaned, maintained in good working order, and available for research personnel as requested.

2. It is the responsibility of the veterinary professional, administrative, and managerial staff to ensure that all research and technical staff using this equipment are adequately trained and experienced to perform hygrometer/thermometer determinations.

## III.    EQUIPMENT USE

1. Before using, slide open battery cover located on back of unit, remove red tab and insert one AAA battery.  Replace cover.

2. Slide the switch on back of unit to the appropriate setting, F for Fahrenheit or C for Celsius.

3. For memory recall of minimum temperature and humidity, press MIN button once. MIN will appear on the display to the left of the temperature and humidity readings. Record readings on the ***Room Status Sheet.***

4. Press the MIN button again to return to the current temperature and humidity displays.

5. For memory recall of maximum temperature and humidity, press MAX button once. MAX will appear on the display to the left of the temperature and humidity readings. Record readings on the ***Room Status Sheet.***

6. Press the MAX button again to return to the current temperature and humidity.

7. To reset the minimum temperature and humidity memory press MIN once, then press the MIN reset button on the back of the unit.

8. Press MIN button again to return to current reading.

9. To reset the maximum temperature and humidity memory press MAX once, then press the MAX reset button on the back of the unit.

10. Press MAX button again to return to current reading.

## IV.    MAINTENANCE

1. Clean unit by wiping with a mild disinfectant and soft cloth.

2. Replace AAA alkaline battery when there is no display, display is faint; "Batt" or a picture of a battery with an X across it is displayed.

3. Abnormal readings not corrected by battery replacement should be promptly reported to the Facility Manager or Surgical Core Manager.

4. Annually recertify and label the unit in accordance with ***SOP #1115 Thermometer/Hygrometer Certification.***

5  Any additional maintenance/service should be performed by authorized personnel.

## V.    REFERENCES

Manufacturer's manual

**Approved:**                                                                                  **Date:**