ACUP ID number: *E-9*		
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Written by:	***	***
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Distribution	*all*	

E – 9: Instructions for using Extech Temperature and Humidity Monitoring Devices for Satellite Housing Areas

Purpose: To provide instructions for the use of the Extech temperature/humidity devices.

Personnel Involved: To all personnel responsible for providing daily checks on satellite housing areas.

Materials: Extech temperature and humidity device, environmental sheet, writing utensil.

Procedure: Maximum and minimum animal room temperatures must be recorded daily on the **Daily Animal Room Checklist** sheet by the person responsible for a particular room assignment. There are three settings for the Extech temperature/humidity readers: **minimum, maximum,** and **current.**

I.   Pressing the *MAX* button will display the maximum or highest temperature/humidity since the last time the device was cleared. This is noted on the right side of the device screen by the letters **MAX.**

II. Pressing the *MIN* button will read the minimum or lowest temperature/humidity present since the last time the device was cleared. This is noted on the right side of the device screen by the letters **MIN.**

III. *CURRENT* displays the temperature/humidity at that present moment.
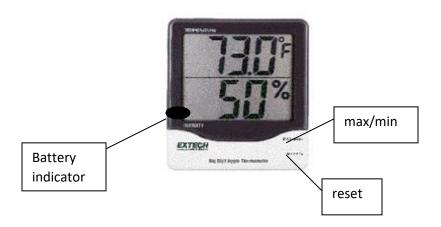The device will return to this screen after 15 seconds without Min/Max button activation.
    NOTE: The top number is the temperature denoted by Fahrenheit and Centigrade by F/C respectively. The bottom number followed by a % sign is the humidity.

Using the Device:
1) Room environmental status must be checked and recorded daily, including weekends.

2) Record on the **Daily Animal Room Checklist** sheet the **maximum** and the **minimum** temperature and humidity read on the device.

3) After you have documented your findings you **must** clear the device.
   a. Go to the **MAX** screen push the reset button.
   b. Go to the **MIN** screen push the reset button.
   c. The device will automatically return to the current reading screen after 15 seconds

If an illuminated picture of a battery appears on the lower left corner of the Extech device screen, it is time to change the battery. Battery function must be checked daily when you are recording the room temperature and humidity. The AAA battery must be replaced within 24 hours. The battery is changed by sliding the battery door on the back side of the device, dispose of the old battery and replace with a new one.

Temperature Ranges: The set point for temperature must be within the plus or minus **5º F** for the following animals:

Animal	Temperature Set Point
Rodents	72º F
Primates	78º F
Rabbits	66º F
Other Species	72º F

If the temperature falls plus or minus **5º F of the temperature set point**, the Laboratory Point of Contact (POC) should contact Facilities Maintenance to make corrected adjustments.

I acknowledge that I have read and understand the JHU Animal Care and Use Program document "**SOP on Instructions for using Extech Temperature and Humidity Monitoring Devices Satellite Housing Areas**" and I will follow this procedure. I agree to bring any deviations in this procedure to the attention of my supervisor/GPS Working Group.

_____   _____
Name (Print)   Date

_____
Signature