



ACUP ID number: GP-24		
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Written by:	December 2025	I. Jimenez
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Distribution	RAR, ACUC	

GP – 24: RAR Steamer Rental Process

Purpose: This SOP is intended to provide a basic timeline of the rental process for steamer units that RAR owns and lends out to labs.

Personnel Responsibilities:

Animal Facility Coordinator: Responsible for training of lab staff in proper use of steamer units, receiving steamer rental forms and scheduling appropriate times for training, drop-off, and pick-up of steamers with labs, maintaining a log of archiving signed training forms, and maintenance of steamer units.

Veterinarian: Review and approve/deny the use of steamer units on a case-by-case basis, as needed.

Procedures:

1. Reserving a steamer unit
 - a. Researchers/labs will reach out to the Animal Facility Coordinator to request use of an RAR steamer machine. A form to request usage is available on the RAR website.
 - i. RAR requests that users provide at least **2 business days of notice** of their request to reserve the steamers, though reservations may be granted with shorter notice at the discretion of RAR staff.
 - ii. Users requesting steamer rental for the first time may have a longer waiting period, to accommodate appropriate training.
 - b. RAR staff will check that the persons requesting use have been trained on steamer machine use by RAR and have signed the training confirmation form.
 - c. Once it has been confirmed that the user has been trained, the Animal Facility Coordinator will assign the user one of the machines in the reservation spreadsheet.
 - d. Rental Options:
 - i. **Free Rental:** Labs may borrow a **RAR steamer** for up to **2 business days** (~48 hours) at **no cost**.

- ii. **Extended Rental:** Rentals up to 1 week will incur a **\$30 fee**. Extended rentals will only be granted at the discretion of the Animal Facility Coordinator / Veterinarian, depending on current demand.

2. Training

- a. If lab staff has not been previously trained, then the Animal Facility Coordinator will schedule a time to meet with staff to provide full training.
- b. Training will include the set up and use of the steamer, general safety procedures, and how to ensure appropriate contact time for each location being steamed for decontamination.
- c. Verbal training will be provided along with a quick-reference guide for each steamer model maintained by RAR.
- d. Upon completion of the training, lab staff will sign a confirmation of training statement. This confirmation document will be filed by the Animal Facility Coordinator.

3. Checking out a reserved steamer unit:

- a. Lab staff will schedule a time with the Animal Facility Coordinator to pick up the steamer from the Ross 459 office, or to have the steamer brought to their lab space.
- b. A sign-in/sign-out log will be used to track the location and status of each steamer.

4. Upon completing their use of the machine:

- a. Users must return the machine to the Ross 459 office or directly to the Animal Facility Coordinator, by appointment.
- b. A **\$30 late fee** will be charged for each additional day the steamer is returned past the agreed deadline.
- c. Failure to follow the proper return procedures, including appropriate logging, may lead to denial of access in the future.

I acknowledge that I have read and understand the JHU Animal Care and Use Program document “**GP – 24: RAR Steamer Rental Process**” 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