Title: Management of SOPs

I. Purpose:

To establish conventions for the creation, numbering, approval, distribution, revision, and deactivation of Standard Operating Procedures (SOPs)

II. Policy:

Management of SOPs will be in accordance with the Standards of Care Policy. The Facility Manager/Technician in Charge as designated by the Attending Veterinarian (AV) and IACUC shall approve creation, revision, and deactivation of SOPs to ensure adequacy and integrity of operations as well as adherence to the Standardized Animal Care policy. An SOP template of this policy shall be available on the Campus Attending Veterinarians web site for use in creating a departmental SOP Program. The Technician in Charge/Facility Manager will review and approve all SOPs. Please see the IACUC Policy on the SIC/TIC Program for details on the responsibilities of the Technician in Charge.

The SOP Coordinator as designated by Facility Manager/Technician in Charge or Attending Veterinarian is responsible for the following:

- Coordinates the creation, review, approval, distribution, revision, and deactivation of SOPs
- Maintains an index of all active SOPs
- Maintains a distribution list for active SOPs and ensures SOP binders and/or electronic copies are up to date
- Ensures originals of historical SOPs and SOP revision are appropriately archived
- Ensures SOP sign-off documentation is maintained for each employee
- Ensures the completion and documentation of the periodic review of SOPs by all employees
- Ensures maintenance of an SOP file or binder, which contains the originals of all active SOPs
- Initiates 3 year review of SOP, distributes for revision/reviews to necessary reviewers, for example supervisors, area veterinarian, IACUC for SOPs that are part of an ACU protocol or core facility, or other pertinent staff or faculty or subject matter experts.

III. Procedure:
Each SOP is assigned a unique number according to the following convention:

All SOPs will have an SOP Number – five digits represent the SOP number

The first two digits indicate the classification or category area of the SOP

*Additionally units may have a facility specific prefix followed by a dash in front of the first two digits. For example AS-10-101 or IRC-20-102 or TRACS-50-101*

The following classification/category numbers will be used:

10- Personnel SOPs
20- General SOPs
30- Husbandry SOPs
40- Veterinary Care SOPs
50- Facility Sanitization and Maintenance SOPs
60- Equipment Use and Maintenance SOPs

The second digit of the Husbandry group of SOPs specifies the subgroup of animals within the husbandry category e.g. 30-000 represent Husbandry SOPs and 31-000 represent Rodent Husbandry SOPs.

The remaining three digits represent the unique SOP number within each classification

10- Personnel SOPs
   10-101 Employee Training
   10-102 Personal Protective Equipment
   10-103 Occupational Health

20- General SOPs
   20-101 Management of SOPs
   20-102 Emergency Response Planning
   20-103 Pest Control
   20-104 Security
   20-105 Daily Observations/Action
   20-106 Identification
   20-107 Acquisition/Acclimation/Quarantine
   20-108 Transportation of Animals
   20-109 Cleaning of uniforms and non disposable PPE

30- Husbandry
   30-101 General Husbandry Procedures
   30-102 Environmental Enrichment & Social Housing
      31-000 Rodents General Procedures
      31-100 Mice
      31-101 Changing Mouse Cages
      31-102 Environmental Enrichment for Mice
      31-103 Identification of Mice
31-000 Breeding Mice
31-200 Rats
   31-201 Changing Rat Cages
   31-202 Environmental Enrichment for Rats
   31-203 Identification of Rats
   31-204 Breeding Rats
31-300 Gerbils
31-400 Guinea pigs
31-500 Hamsters
31-600 Voles
31-700 Woodchucks
31-800 Peromyscus
31-900 USDA Covered Rodents

32-000 Small Animals General Procedures
   32-100 Rabbits
   32-200 Cats
   32-300 Dogs
   32-400 Opossums
   32-500 Ferrets

33-000 Large and/or Agriculture Animals General Procedures
   33-100 Beef Cattle
   33-200 Dairy Cattle
   33-300 Horses
   33-400 Sheep
   33-500 Goats
   33-600 Swine
   33-700 Llamas
   33-800 Alpacas

34-000 Avian General Procedures
   34-100 Chickens
   34-200 Quail
   34-300 Small Birds (e.g. finch, lovebirds, parrots)

35-000 Aquatics General Procedures
   35-100 Xenopus frogs
   35-200 Salamanders
   35-300 Zebra Fish
   35-400 Sturgeon
   35-500 Clownfish
   35-600 Tilapia
   35-700 Medaka

36-000 Reptiles General Procedures
   36-100 Snakes
   36-200 Iguanas
   36-300 Bearded Dragons

37-000 Non-Human Primates

40-000 Veterinary Care
   40-100 Veterinary Care Program
40-101 Euthanasia and Carcass Disposal General Procedures
40-102 Euthanasia of Rodents
40-103 Euthanasia of Small Mammals
40-104 Euthanasia of Large/Agricultural Animals
40-105 Euthanasia of Avian
40-106 Euthanasia of Aquatics
40-107 Euthanasia of Reptiles
40-108 Euthanasia of Non Human Primates
40-110 Physical Methods, Training and Certification
40-111 Sick Animal and Mortality Reporting
40-200 Sentinel Exposure Procedures/Herd Health
40-201 Submission Procedures
40-300 Preventative Health Programs
40-400 Surgery and Procedure Areas
   40-401 Operation of Anesthesia Equipment
   40-402 Surgical and Routine Procedures
   40-403 Post Operative Care and Monitoring
50- Facility Sanitation and Maintenance SOPs
   50-100 Food Storage
   50-101 House Keeping
   50-102 Physical Plant
   50-103 Facility Quality Assurance and Monitoring
   50-104 Cleaning and Disinfecting Run/Stalls and Accessories
   50-105 Cleaning and Disinfecting of Animal Rooms
   50-106 Housekeeping for Agricultural Animals
   50-107 Anesthesia Machine Quality Assurance
60- Equipment Use and Maintenance SOPs
   60-101 Cleaning and Disinfecting Cages/Tanks and Accessories
   60-102 Cage Washer
   60-103 Sterilizers, Autoclaves, VHP, GAS, Chemical
   60-103 Rack Cage & Bottle Washers
   60-104 Laundry and Washer/Dryers

All units will use the above categories and index. If a unit does not house a species or have a specific procedure in their facility on the above list, N/A may be written next to the number on the index. If a unit needs to add an SOP not listed above, the unit’s SOP coordinator or Facility Manager should first decide which heading the SOP would fall under and then assign the OP the next number in the sequence. For example, a unit which uses an ultrasonic cleaner to clean surgical instruments would choose category 60 for equipment and assign the SOP number 60-105 since this is the next in sequence. The five assigned digits of the SOP number remain unchanged during review and revision cycles. If an SOP is deactivated, the SOP number will remain inactive. The SOP number will only be used again for the SOP title to which it was originally assigned for within the facility using the SOP.

Documentation of SOP Changes:
In units requiring Good Laboratory Practice level documentation, revisions, deletions and the reason for the action taken on an SOP must be documented on a Change Record form. For all others and for minor revisions made to an existing SOP may be documented directly on the SOP in the revision history table found at the end of the SOP (see SOP template).

**SOP Revision:**
A revised SOP is implemented following these steps:
A draft of a revised SOP, along with a corresponding SOP Change Record form, if applicable, is forwarded to the SOP Coordinator for review and processing. The facility manager approves the SOP and if needed the SOP Change Record by signing and dating it. An effective date is indicated on the SOP.
The review and revision history is updated; recording the SOP change.

**SOP Distribution and Filing:**
Copies of new or revised SOPs and a revised index of active SOPs, as appropriate, are promptly incorporated into SOP binders; copies of superseded and deleted SOPs are removed from the binders and destroyed. The number and location of SOP binders are determined by the designated coordinator at each facility and indicated on a SOP Distribution list. Originals of all SOPs (active version) and historical file archived original, revised or deleted SOPs, and corresponding SOP change records, are appropriately archived indefinitely or in accordance with record retention guidelines.

**SOP Employee Training and Review:**
Initial review – When an SOP is created or revised, all affected personnel must read it and sign/initial review documentation before conducting unsupervised work governed by the SOP.
Newly hired, transferred, and temporary employees must read all SOPs that pertain to their respective assignments before conducting unsupervised work governed by SOPs.

Periodic review – As necessary, personnel will review current SOPs that are pertinent to their job responsibilities.

Employee Training and Review of SOPs - Employees should sign and date the initial reading date and any review dates.

**Deactivation:**
If an SOP is no longer required, its deactivation is documented as follows:
The original of the final version is archived with an approved SOP Change Record form, if needed. Affected employees will be notified of the deactivation and all copies of the deactivated SOP will be removed from binders N/A or deactivated/archived will be placed next to the deactivated SOP title and number on the index of active SOPs.