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 and 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

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  
      31-104 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

40-00 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 Ordering and 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
40-404 Medical Records
40-405 Avertin Preparation and Use
40-406 MS-222 Preparation and Use
40-407 Drug Residues and Labeling of Drugs Used in Food

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
60-104 Rack Cage & Bottle Washers
60-105 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 60-106 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. SOP numbers assigned previously that conflict with this list, should be kept and a later sequence number assigned for new SOPs. Title and Content will override exact matching of numbers for facility SOPs. For example, if a facility
previously assigned SOP 60-105 to another task, then Laundry and Washers/Dryers would be assigned 60-106 or a later in sequence number if they wrote a new SOP for Laundry, Washers and Dryers.

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, online folders, or other locations that can be accessed by the employee; copies of superseded and deleted SOPs are removed from the binders/folders/online content 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 destroyed or 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 or other not active
identifier will be placed next to the deactivated SOP title and number on the index of active SOPs.