1. Purpose:

To establish conventions for the creation, numbering, approval, distribution, revision, and deactivation of Standard Operating Procedures (SOPs). This document is formatted in an outline form that will generate numbers automatically when you hit enter and can be used as an SOP template by changing the text under each heading and the titles in the heard and footer.

1. Scope/Responsibility:

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

1. Materials:

*Standardized Animal Care Policy*

SOP template

SOP Binder(s)

Index

Distribution list

Approval forms

Employee training records

1. SOP Number Assignment Procedures:
   1. Each SOP is assigned a unique number according to the following convention:
      1. SOP Number – five digits represent the SOP number
      2. The first two digits indicate the classification area of the SOP
         1. A prefix designating which facility the SOP is from/for may be used
            1. For example: AS-20-101, IRC-10-102, TRACS-50-104
      3. The following classification 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

* + 1. Note the second digit of the Husbandry SOPs specifies the subgroup of animals within the husbandry category, e.g., 30-000 represents all Husbandry SOPs, but 31-000 is specific to Rodent Husbandry SOPs.
    2. The remaining three digits represent the unique SOP number within each classification (Note: these numbers are embedded within the form and are not formatted for use and are not all inclusive, they represent possible SOPs for a unit, not all units will have an SOP for each number)

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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 Squirrels

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 (Retired)

32-600 Bats

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 Camelids

34-000 Avian General Procedures

34-100 Poultry and Fowl

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 Fish

35-400 Turtles

35-500 Clownfish

35-600 Tilapia

35-700 Medaka

35-800 Seahorses

35-900 Cephalopods

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

1. 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 or the species left out. 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.
   1. 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.
2. 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. Changes to the index should not affect issued SOP numbers based on a previous index.
3. Documentation of SOP Changes:
   1. 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.
      1. 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)
4. SOP Revision:
   1. A revised SOP is implemented following these steps:
   2. 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.
   3. The review and revision history is updated; recording the SOP change
5. SOP Distribution and Filing:
   1. 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.
   2. 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 according to record retention guidelines.
6. SOP Employee Training and Review:
   1. Initial review – When an SOP is created or revised, all affected personnel must read it and 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
   2. Periodic review – As necessary, personnel will review current SOPs that are pertinent to their job responsibilities
      1. Employee Training and Review of SOPs - Employees should sign and date the initial reading date and any review dates.
7. Deactivation:
   1. If an SOP is no longer required, its deactivation is documented as follows
      1. The original of the final version is archived with an approved SOP Change Record form, if needed.
      2. 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.

***Revision History:***

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| **Revision** | **Author** | **Revisions Made** | **Effective Date** |
| 02 | Nicole Corley | * Changes to wording and index structure | 10/5/2013 |
| 01 | Sherri Goss | * New SOP | 11/12/2009 |