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)

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 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 |