

Policy: SC-20-101  
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## **Title: Management of SOPs**

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### 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

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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 Generic 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/Aclimation/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

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- 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

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- 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

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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. Changes to the index should not affect issued SOP numbers based on a previous index.

### 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 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. See Standard for Employee Training.

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:

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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.