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

I.   Purpose:

To establish conventions for the creation, numbering, approval, distribution, revision, and deactivation of Standard Operating Procedures (SOPs). SOPs represent facility and laboratory specific operating procedures based on the University-wide Standards of Care (SOC) put forth by the Attending Veterinarian. This document is formatted in an outline form that can be used as an SOP template.

II.   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

III.   Materials
        Standardized Animal Care Policy
        SOP template
        SOP Binder(s)
        Index
        Distribution list
        Approval forms
        Employee training records

IV.   SOP Number Assignment Procedures

1) Each SOP is assigned a unique number congruent with the associated Standard of Care (SOC) according to the following convention:
    i. SOP Number – five digits represent the SOP number
    ii. 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
            a. For example: AS-20-101, IRC-10-102, TRACS-50-104
    iii. 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

2) 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.
3) 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
    10-100 Standardized Animal Care
    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 SOPs
       30-102 Environmental Enrichment & Social Housing

31-000 Rodent Husbandry
       31-100 Husbandry care of Rodents
31-103 Mouse Breeding Colonies
       31-800 Squirrels
       31-900 USDA Covered Rodents

32-000 Small Animal Husbandry
       32-100 Rabbits
       32-200 Cats
       32-300 Dogs
       32-400 Opossums
       32-600 Bats
33-000 Large and/or Agriculture Animal husbandry
           33-100 Beef Cattle
           33-200 Dairy Cattle
           33-300 Horses and Donkeys
           33-400 Sheep
           33-500 Goats
           33-600 Swine
           33-700 Camelids
       34-000 Avian husbandry
           34-100 Poultry and Fowl
           34-200 Birds
           34-400 Raptors
       35-000 Aquatics Husbandry
           35-100 Frogs
           35-200 Salamanders
           35-300 Fish
           35-800 Seahorses
           35-900 Cephalopods
       36-000 Reptiles husbandry
           36-100 Snakes
           36-300 Bearded Dragons and skinks
       37-000 Non-Human Primates husbandry
           37-100 Non-human Primates
40-00 Veterinary Care
       40-100 Veterinary Care Program
       40-101 Euthanasia and Carcass Disposal General Procedures
       40-102 Euthanasia
           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
   50-106 Housekeeping for Agricultural Animals

60- Equipment Use and Maintenance SOPs
   60-101 Cleaning and Disinfecting Cages/Tanks and Accessories

V.   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.

VI.   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.

VII. Documentation of SOP Changes
   1) For all revisions made to an existing SOP, documentation may occur directly on the SOP in the revision history table found at the end of the SOP (see SOP template)
   2) 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.

VIII. SOP Revision
   1) A revised SOP is implemented following these steps:
     i. 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.
     ii. The revision history table is updated.

IX. SOP Distribution and Filing
   1) Copies of new or revised SOPs and a revised index of active SOPs, 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.

X.   SOP Employee Training and Review

1) Initial review – When a SOP is created or revised, all pertinent personnel must read the document and sign/initial their training records 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.

   i. Employee Training and Review of SOPs - Employees should sign and date the initial reading date and any review dates on their training documentation.

XI.   Deactivation

4.1.   If an SOP is no longer required, its deactivation is documented as follows

   4.1.1   The original of the final version is archived with an approved SOP Change Record form, if needed.

   4.1.2   Affected employees will be notified of the deactivation and all copies of the deactivated SOP will be removed from binders or 'deactivated/archived' will be placed next to the deactivated SOP title and number on the index of active SOPs.

Revision History:

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

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