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.

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**Revision History:**

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<thead>
<tr>
<th>Revision</th>
<th>Author</th>
<th>Revisions Made</th>
<th>Effective Date</th>
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<tr>
<td>02</td>
<td>Nicole Corley</td>
<td>• Changes to wording and index structure</td>
<td>10/5/2013</td>
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<tr>
<td>01</td>
<td>Sherri Goss</td>
<td>• New SOP</td>
<td>11/12/2009</td>
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XII.