	<b>Title: Management of SOPs</b>	<b>SOP #</b>	AV 20-101
		<b>Version #</b>	1
		<b>Implementation Date</b>	11/13/2016
<b>Page #</b>	1 of 7	<b>Next Review Date</b>	11/13/2019
<b>Department</b>	Attending Veterinarian		

## Standard Operating Procedure

### **1. Purpose**

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To establish conventions for the creation, numbering, approval, distribution, revision, and deactivation of Standard Operating Procedures (SOPs).

### **2. Scope**

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Any department at Central Oregon Community College (COCC) providing care for research and teaching animals must develop a departmental SOP Program for provision of standardized animal care. Minimum standards established by the Attending Veterinarian (AV) and IACUC must be met or exceeded by the department SOPs unless an exception has been approved by the AV and IACUC.

The minimum standards of care or COCC animal care programs have been established by the Attending Veterinarian and IACUC based on the Animal Welfare Act, the Public Health Service Policy, the *Guide for the Care and Use of Laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*.

### **3. Prerequisites**

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Any department providing care for research and teaching animals must use the appropriate Standard Operating Procedure (SOP) template available from the IACUC Chair or the Attending Veterinarian. This SOP template provides the minimum requirements that must be incorporated in each department's SOPs.

### **4. Responsibilities**

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Under the direction of the Attending Veterinarian, the Facility Manager/Principal Investigator or designee, must create, review and revise SOPs to ensure adequacy and integrity of operations as well as adherence to the minimum standards for the department's animal care program. Responsibilities of the Facility Manager/Principal Investigator or designee include:

- Coordinate the creation, review, approval, distribution, revision, and deactivation of SOPs for their department's animal care program
- Maintain an index of all active SOPs

	<b>Title: Management of SOPs</b>	<b>SOP #</b>	AV 20-101
		<b>Version #</b>	1
		<b>Implementation Date</b>	11/13/2016
<b>Page #</b>	2 of 7	<b>Next Review Date</b>	11/13/2019
<b>Department</b>	Attending Veterinarian		

- Ensure maintenance of an SOP file or binder, which contains the originals of all active SOPs
- Maintain a distribution list for active SOPs and ensure SOP binders and/or electronic copies are up to date
- Ensure originals of historical SOPs and SOP revision are appropriately archived
- Ensure SOP sign-off documentation is maintained for each employee
- Ensure the completion and documentation of the periodic review of SOPs by all employees
- Initiate the 3 year review of SOPs, distribute SOPs to necessary reviewers (e.g. Attending Veterinarian, IACUC, pertinent staff or faculty or subject matter experts)

## **5. Procedure**

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### **1. Creation and Number of SOPs:**

- a. Each SOP is assigned a unique five digit number according to the following convention:
  - The SOP number will be preceded by a department specific prefix
  - The first two digits indicate the classification or category area of the SOP:
    - 20 – General SOPs
    - 30 – Husbandry SOPs
    - 40 – Veterinary Care SOPs
    - 50 – Facility Sanitation 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. 31-000 represent Mice Husbandry SOPs and 32-000 represent Rat Husbandry SOPs)
  - The remaining three digits represent the unique SOP number within each category
- b. Units must establish SOPs for the following tasks and procedures listed below:
  - General SOPs
    - 20-101 Management of SOPs
    - 20-102 Emergency Response Planning
    - 20-103 Pest Control
    - 20-104 Security and Access Control in Animal Facilities
    - 20-105 Daily Observations/Action
    - 20-106 Identification
    - 20-107 Acquisition/Acclimation/Quarantine
    - 20-108 Transportation of Animals



**Title: Management of SOPs**

<b>SOP #</b>	AV 20-101
<b>Version #</b>	1
<b>Implementation Date</b>	11/13/2016
<b>Next Review Date</b>	11/13/2019

**Page #** 3 of 7

**Department** Attending Veterinarian

- 20-109 Cleaning of Uniforms and Non-Disposable PPE
- 20-110 Personal Protective Equipment
- 20-111 Animal Medical Records
- Husbandry SOPs
  - 30-101 General Husbandry Procedures
  - 30-102 Environmental Enrichment
  - 30-103 Social Housing
  - 31-100 Rodent (Rat and Mouse) Husbandry
  - 31-300 Gerbil Husbandry
  - 31-400 Guinea pig Husbandry
  - 31-500 Hamster Husbandry
  - 32-100 Rabbit Husbandry
  - 32-200 Feline Husbandry
  - 32-300 Canine Husbandry
  - 32-400 Ferret Husbandry
  - 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 Llamas
    - 33-800 Alpacas
  - 34-000 Avian General Procedures
    - 34-100 Chickens
    - 34-200 Small Birds (e.g., finch, lovebirds, parrots)
  - 35-000 Aquatics General Procedures
    - 35-100 Xenopus frogs
    - 35-200 Salamanders
    - 35-300 Fish Husbandry
  - 36-000 Reptiles General Procedures
    - 36-100 Snakes
    - 36-200 Iguanas
    - 36-300 Bearded dragons
  - Note: if the research/teaching animal is not listed above, see the Attending Veterinarian for the appropriate numbering system for SOPs for that animal




**Title: Management of SOPs**

<b>SOP #</b>	AV 20-101
<b>Version #</b>	1
<b>Implementation Date</b>	11/13/2016
<b>Next Review Date</b>	11/13/2019

**Page #** 4 of 7

**Department** Attending Veterinarian

- Veterinary Care SOPs
    - 40-100 Veterinary Care Program
    - 40-101 Euthanasia and Carcass Disposal General Procedures
    - 40-102 Euthanasia of Rodents
    - 40-103 Euthanasia of Small Mammals and Reptiles
    - 40-104 Euthanasia of Large/Agricultural Animals
    - 40-105 Euthanasia of Avian
    - 40-106 Euthanasia of Aquatics
    - 40-112 Fluids Shelf Life and Use
    - 40-201 Sentinel Exposure Procedures/Herd Health
    - 40-300 Preventive Health Programs
    - 40-402 Surgical Procedures
    - 40-404 Blood Volumes
    - 40-405 Expired Drugs and Materials
    - 40-406 Physical Restraint
    - 40-407 Changes to Therapeutic Drugs
  - Facility Sanitation and Maintenance SOPs
    - 50-100 Food Storage
    - 50-101 Housekeeping
    - 50-102 Facility Maintenance
    - 50-103 Facility Quality Assurance & Monitoring
    - 50-104 Cleaning and Disinfecting Run/Stalls and Accessories
  - Equipment Use and Maintenance SOPs
    - 60-101 Cleaning and Disinfecting Cages/Tanks and Accessories
    - 60-103 Autoclave Use and Quality Assurance
    - 60-107 Anesthesia Machine Quality Assurance
- c. Departments may need to establish SOPs in addition to those on this list to meet specific needs of the department's function (e.g., facilities performing survival surgeries must have SOPs for aseptic technique and post-operative records).
- d. If a department 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 SOP index.
- e. SOPs must be reviewed at least triennially and be revised as often as needed. The five-digit assigned SOP number remains unchanged during review and revision cycles.

	<b>Title: Management of SOPs</b>	<b>SOP #</b>	AV 20-101
		<b>Version #</b>	1
		<b>Implementation Date</b>	11/13/2016
<b>Page #</b>	5 of 7	<b>Next Review Date</b>	11/13/2019
<b>Department</b>	Attending Veterinarian		

f. 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 within the department using the SOP.

2. Documentation of SOP Changes:

a. Revisions, deletions and the reason for the change to the SOP must be documented directly on the SOP in the revision history table found at the end of the SOP.

3. SOP Approval:

a. Newly created SOPs and revised SOPs must be approved by the Facility Manager/Principal Investigator or designee within the department's animal care program. Approval is indicated by signing and recording the effective date in the revision history table found at the end of the SOP.

4. SOP Distribution and Filing:


- a. Copies of new or revised SOPs and a revised index of active SOPs are promptly incorporated into SOP binders.
- b. Copies of superseded and deleted SOPs are removed from the binders and destroyed.
- c. The number and location of SOP binders are determined by the Facility Manager/Principal Investigator and indicated on a SOP Distribution list.
- d. Originals of all SOPs (active version) and a historical file of archived original, revised or deleted SOPs are kept in accordance with record retention guidelines.

5. SOP Employee Training and Review:

- a. When an SOP is created or revised, all affected personnel must read it and document understanding by signing/initialing a Training Record form before conducting work governed by the SOP.
- b. Newly hired, transferred, and temporary employees must read all SOPs that pertain to their respective assignments before conducting unsupervised work governed by SOPs.
- c. As necessary, personnel will review current SOPs that are pertinent to their job responsibilities.

6. Deactivation:

- a. If an SOP is no longer required, its deactivation is documented as follows:
  - The original of the final version is archived.
  - Affected employees will be notified of the deactivation and all copies of the deactivated SOP will be removed from binders.

	<b>Title: Management of SOPs</b>	<b>SOP #</b>	AV 20-101
		<b>Version #</b>	1
		<b>Implementation Date</b>	11/13/2016
<b>Page #</b>	6 of 7	<b>Next Review Date</b>	11/13/2019
<b>Department</b>	Attending Veterinarian		

- N/A or deactivated/archived will be placed next to the deactivated SOP title and number on the index of active SOPs.

## 6. *References*

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1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition  
([http://www.nap.edu/catalog.php?record\\_id=12910](http://www.nap.edu/catalog.php?record_id=12910)).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture  
([https://www.aphis.usda.gov/animal\\_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf)).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3<sup>rd</sup> Edition, 2010  
([http://www.fass.org/docs/agguide3rd/Ag\\_Guide\\_3rd\\_ed.pdf](http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf)).
5. AVMA Guidelines for the Euthanasia of Animals: 2013 Edition  
(<https://www.avma.org/KB/Policies/Documents/euthanasia.pdf>).

## 7. *Definitions*

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1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
4. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
5. Chair – Chairperson of the IACUC
6. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
7. Protocol – Animal Care and Use Protocol



**Title: Management of SOPs**

<b>SOP #</b>	AV 20-101
<b>Version #</b>	1
<b>Implementation Date</b>	11/13/2016
<b>Next Review Date</b>	11/13/2019

**Page #** 7 of 7

**Department** Attending Veterinarian

<b>Revision</b>	<b>Author</b>	<b>Revisions Made</b>	<b>Effective Date</b>	<b>Approval</b>
1	Cindy Elston	<ul style="list-style-type: none"><li>• New SOP</li></ul>	11/13/16	Cindy Elston (AV)
		<ul style="list-style-type: none"><li>•</li></ul>		