

## Standard Operating Procedure

SOP Number: **02-18-5006**

Service: **Research**

Operating Section: **Administration**

Unit: **CMF**

Title: **Function and Maintenance of Standard Operating Procedures**

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### **Purpose:**

To delineate the creation, administration and numbering scheme used to sub-categorize Standard Operating Procedures affecting laboratory animal husbandry, healthcare, and compliance within the Comparative Medicine Facility.

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### **Procedure:**

- 1) Standard operating procedure generation and implementation is the responsibility of CMF and IACUC. It is the intent of SOPs to ensure quality animal care in compliance with federal regulations and AAALAC International standards. All SOPs will be included in comprehensive manuals, and stored electronically on the research portal with read-only access for faculty and staff.
- 2) All SOPs will adhere to the following guidelines and include:
  - a) A standardized format containing:
    1. SOP number
    2. Title
    3. Effective date
    4. QA approval (signature and date)
    5. Responsible Official approval (signature and date)
    6. Version
    7. Version superseded/replaced
  - b) Purpose
  - c) A detailed description of the standard procedure
- 3) All SOPs will be reviewed as follows:
  - a) The SOPs are reviewed semi-annually by the IACUC as part of the program review.
  - b) All new or revised SOPs will be reviewed in a timely manner by appropriate CMF staff prior to being implemented.
- 4) Addition, deletion, inactivation or revision of SOPs may be instituted on an "as needed" basis. Deleted, inactivated or superseded SOPs will be stored in an electronic archived file maintained by CMF.
- 5) Location and Maintenance of SOPs
  - a) Location and maintenance of the SOP manuals will be the responsibility of the CMF administrative secretary.
  - b) The original printed and signed SOP manuals will be stored in the CMF administrative office.
  - c) Making copies of an SOP manual (or any individual SOP) will not be allowed unless requested by an inspecting regulatory agency.

- 6) All of the SOPs governing animal use fall under: 02-18-4XXX or 02-18-5XXX.
- 7) The digit "4XXX" will be used to signify major areas of classification of "Husbandry."
  - a) General Husbandry policies, requests, room usage, etc.:
    - 400X Policies, rooms usage, etc.
    - 405X Animal receipt
    - 406X Animal Identification
    - 410X Methods
    - 415X Environmental control/monitoring
    - 420X Special requests
    - 423X Breeding colonies
    - 426X Health monitoring and maintenance
  - b) Specific Husbandry methods:
    - 43XX General care guidelines
    - 440X Mice
    - 443X Rats
    - 444X Relocation of Rodents
    - 445X Chickens
    - 446X – 449X Other rodents
    - 450X Rabbits
    - 453X Cats
    - 456X Dogs
    - 459X Other carnivores
    - 460X Non-human primates
    - 463X – 464X Swine and other large animals
    - 466X – 467X Fish, Amphibians, Reptiles, Birds
  - c) Special Husbandry conditions such as barrier, isolation, etc.:
    - 490X Special Biohazard Containment Sanitation Procedures
- 8) The digits "50XX" will be used to signify "CMF Administration".
  - a) 5000 - 5049 CMF Policies
  - b) 5050 - 5099 CMF Main Office Functions
  - c) 5100 - 5149 Occupational Health and Safety Program
  - d) 5150 - 5199 Emergency Response Plan
- 9) The digits "52XX" will be used to signify "Clinical Medicine".
  - a) 5200 - 5209 General Clinical Medicine policies and procedures
  - b) 5210 - 5219 Rodents
  - c) 5220 - 5229 Rabbits
  - d) 5230 - 5239 Dogs, cats, and other carnivores
  - e) 5240 - 5249 Non-human primates
  - f) 5250 - 5259 Swine and small ruminants
  - g) 5260 - 5264 Infectious disease outbreak
- 10) The digits "54XX" will be used to signify "Surgery".
- 11) The digits "56XX" will be used to signify "Diagnostic Laboratory".
  - a) 5600 - 5624 Laboratory Policies and Administration
  - b) 5625 - 5649 Microbiology
  - c) 5650 - 5674 Parasitology
  - d) 5675 - 5699 Clinical Pathology
  - e) 5700 - 5799 Anatomical Pathology

- 12) The digits "58XX" will be used to signify "IACUC".
- a) 5800 - 5849 IACUC Policies
  - b) 5850 - 5874 Facility and Programmatic Review
  - c) 5875 - 5899 IACUC Responsibilities and Protocol Review

**Comments:**  
None.

**OFFICE USE ONLY:**

**APPROVALS**

<b>Responsible Official Signature</b>		<b>Date</b>	
<b>QA Signature</b>		<b>Date</b>	
<b>Version</b> #2	<b>Effective Date</b>	<b>Supersedes</b> #1	<b>Original Date</b> 8/11/11