

## Standard Operating Procedure

SOP Number: **02-18-5402**  
Service: **Research**  
Operating Section: **Surgery**  
Unit: **CMF**  
Title: **Operating Room Scheduling and Preparation**

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**Purpose:**

To define the procedures for scheduling the Operating Room and processing sterile equipment.

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**Procedure:**

- 1) Scheduling the operative procedure(s) must be done with the CMF Clinical Veterinarian at least 72 hours in advance for elective cases and as far in advance as is practical for urgent or emergency cases. In order to schedule a procedure, CMF staff requires the following information: species, the IACUC protocol number, the principle investigator's name, the time and date of the anticipated procedures, and a brief description of the procedure.
  - 2) All surgical instruments are to be sterilized. All material to be sterilized will be double-wrapped or placed into clear view bags designed for sterilizing and have heat-sensitive tape placed conspicuously on the package to be sterilized.
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**Comments:** None

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**OFFICE USE ONLY:**

**APPROVALS**

<b>Responsible Official</b>	<b>Signature</b>	<b>Date</b>	
<b>QA</b>	<b>Signature</b>	<b>Date</b>	
<b>Version</b> #2	<b>Effective Date</b>	<b>Supersedes</b> #1	<b>Original Date</b> 12/17/01