TITLE: IACUC SOP Format, Number, Development, Revisions, Approval and Distribution

PURPOSE: Standardization of IACUC SOP Procedures

RESPONSIBILITY: IACUC Committee and Office Staff

REVIEW/REVISIONS: IACUC Office Staff will review and revise this SOP as needed. Implementation will proceed upon approval of IACUC Committee.

PROCEDURES:

1. Formatting: Each SOP will be formatted to include the bolded headers (if applicable):
   a. Title
   b. Purpose
   c. Responsibility
   d. Review/Revisions
   e. Procedures

2. Numbering: The IACUC SOP number will represent the subject category. Categories of SOP’s include, but are not limited to the following:
   a. 100.00 IACUC Processes - Administrative & Management
   b. 200.00 Personal Health & Development
   c. 300.00 Protocol Development and Maintenance
   d. 400.00 Research

3. Development and Approval of New SOP’s:

   New SOP’s will be developed as needed and submitted to the IACUC Sub-Committee for pre-review before being presented to the IACUC Committee. Revision and approval will occur by Full Committee (FCR) or Designated Member Review (DMR) with the opportunity for any member to call for FCR as appropriate.

   All specie specific SOP’s will be reviewed by the IACUC every three years or as needed based upon corrections and/or alterations.

   This SOP is a working document used by the Institutional Animal Care and Use Committee (IACUC). Any deviation from this SOP must be approved by the IACUC prior to its implementation.