The intent of this Standard Operating Procedure (SOP) is to describe the process for development and approval of SOPs for animal care and use at Illinois State University (ISU). This SOP is for use by anyone who develops or reviews SOPs for animal care and use and is approved by the ISU, Institutional Animal Care and Use Committee (IACUC). Any deviation from an approved SOP must be included in a Protocol or Protocol Modification and approved by the IACUC prior to its implementation.
1. Introduction

This Standard Operating Procedure (SOP) sets out to standardize the development and approval process for SOPs created and maintained for animal care and use at ISU.

2. Development

A standardized template is included in Appendix A of this SOP and must be used in the creation of all new SOPs maintained for animal care and use at ISU. During the creation of new SOPs please consider the following;

- Review current animal use and care guidelines as appropriate:
  - Animal Welfare Act
  - AVMA Guidelines on Euthanasia
  - Guide for the Care and Use of Agricultural Animals in Research and Teaching,
  - Guidelines for the Capture, Handling, and Care of Mammals
  - Guidelines for the Use of Fishes in Research
  - Guidelines for the Use of Live Amphibians and Reptiles in Field Research
  - Guidelines for the Use of Wild Birds in Research
  - Office of Laboratory Animal Welfare Guidelines

- Consult colleagues to establish best practices
- Always be clear and concise
- Don’t repeat information that can be found in other SOPs
- Once complete, review for organization and readability

3. Approval for Use

All new SOPs maintained for animal care and use are required to be approved by the fully convened IACUC prior to becoming effective. Approval of the Illinois State University Academic Senate is not required as the IACUC is a presidential
committee and is consequently exempt. Once a new version of an SOP is approved by the IACUC, all past versions are considered to be obsolete and should be no longer used.

4. Version

The initial version number will be “1” and any subsequent IACUC approved versions will be a sequential whole number (X+1, where X is the previous version).

5. Effective Date

The “Effective Date,” is the date that an SOP receives IACUC approval for use.

6. Due for Review

All SOPs maintained for animal care and use are required to be reviewed and reapproved by the IACUC once every three years (“Due for Review” date). If the content of the SOP is to remain unchanged, or the changes only include correction of typographical errors, spelling, and/or grammar, review may be done during the semi-annual program review or via Designated Member Review (DMR). For DMR, all members of the IACUC committee receive identical copies of the SOP and are given two business days to call for a full committee review (FCR). If FCR is not indicated, the IACUC chair will act as the designated reviewer or contact one or more appropriately qualified IACUC member(s) for DMR. The IACUC chair may also appoint additional IACUC members to assist in the review. Designated reviewer(s) may approve or require modifications to the SOP. IACUC members can also submit comments or questions to be considered during the DMR process.

If any changes have been made to the content of the SOP, or if any changes are called for in the DMR/semi-annual review process, a fully convened IACUC must approve the changes. The review of an SOP is considered to be completed on-time as long as the IACUC approval is within ± 30 days of the “Due for Review” date.

7. Read and Understood

Prior to caring for or using animals at an ISU facility, personnel must read and understand the currently effective SOPs pertinent to the work being done. It is the Principal Investigators’ responsibility to ensure all personnel working under their particular Protocol(s) have read and understood all SOPs referenced in said
Protocol(s). Laboratory animal care personnel and agricultural animal care personnel are also responsible for reading the applicable SOPs for their positions. Laboratory animal care and agricultural animal care management will determine which SOPs are applicable and are also responsible for ensuring all personnel have read and understood said SOPs. If for some reason the content of an SOP is not understood, it is the individual's responsibility to seek out assistance in order to understand their responsibilities.
The intent of this Standard Operating Procedure (SOP) is to describe intent of SOP for animal care and use at Illinois State University (ISU). This SOP is for use by anyone who describe actions associated with SOP and is approved by the ISU, Institutional Animal Care and Use Committee (IACUC). Any deviation from an approved SOP must be included in a Protocol or Protocol Modification and approved by the IACUC prior to its implementation.

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