PROCEDURE ON IACUC
APPROVED STANDARD OPERATING PROCEEDURES

No./Title: Procedure on IACUC Approved Standard Operating Procedures
Resp. Office: Research
Effective Date: 05/01/2018

Category: Institutional Animal Care and Use
Last Review: 1/8/2019
Next Review: 12/31/2019

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Related Policies:

PURPOSE

In order to reduce administrative burden on UTHSC investigators, during the preparation of their animal use protocols, the IACUC has established a process by which a “procedure library” of Standard Operating Procedures (SOPs), with standardized language and content, can be developed.

For the purpose of this procedure, an SOP is any detailed set of step-by-step instructions that is compiled in order to outline how to carry out a specified procedure. Importantly, an approved SOP may address procedures unique to an individual laboratory or apply to specific processes that can be employed by a broad range of Investigators from a variety of different research interests.

All SOPs shall be freely available through digital sources via a dropdown menu on the protocol submission form. Copies of SOPs will also be available on the IACUC website.

PROCEDURE

IACUC approved SOPs may be utilized in approved research and teaching protocols. SOPs will be reviewed and approved by the IACUC at its regularly scheduled meeting, using a review format similar to the protocol submission process (http://uthsc.edu/research/compliance/iacuc/protocol-submission/documents/animal-use-protocol-submission-and-review-2018.pdf). SOPs will be reviewed/amended to reflect current best practices on a regular schedule constituting a 3-year cycle, or as needed when new or superior practices are identified.

SOPs must be submitted on a UTHSC form template. The SOP should provide sufficient detail such that any individual could reproduce the procedure, with fidelity, and achieve the same outcome. The elements essential to well-reasoned and functioning SOPs should include, but are not limited to:

- Purpose for the SOP,
- Equipment and supplies required,
• Personal protective equipment,
• Detailed, step-by-step description of procedures – based on best practice/standards,
• Potential complications,
• Animal health monitoring, where applicable,
• Records or documentation required, if applicable.

Personnel must have documented training in the performance of procedures outlined in the SOP prior to the start of work.

Inclusion of an SOP eliminates the need to include a detailed procedure within an IACUC protocol. Upon protocol approval, SOP procedures must be followed as written and are subject to post-approval monitoring.