**SOP on SOPs**

**Institutional Animal Care and Use Committee (IACUC)**

Effective Date: 10/20/16

Review Date: 7/26/18

Originated by: Dave Casper

IACUC Expiration Date: 7/26/21

NOTE Use this Standard Template for header of the SOP:

**SOP on “Standard Operating Procedure Name”**

Effective Date:

XX/XX/XX

Review Date:

XX/XX/XX

IACUC Expiration Date: **Note\*\*All SOPs expire in 3 years if not updated by the IACUC**

**PURPOSE:**

The purpose or objective of an SOP procedure should restate and expand the title.

Briefly restate the purposes laid out in the appropriate policy statement/s.

**SCOPE:**

**Optional info =** Define the range and extent of the methods, as well as explaining the aims of the SOP.

**Optional info =** Briefly list the people, areas, documents and processes to be affected by this procedure.

**RESPONSIBILITIES:**

Most important info = Who is responsible for performing the work as described?

**Optional info =** Who is responsible for reporting the work?

**Optional info =** Are there special training or certification requirements?

**Optional info =** Name specific job titles of those ultimately responsible for this procedure being carried out effectively.

**DEFINITIONS:**

**Optional info =** Explain any terms, acronyms, or abbreviations used that might not be commonly understood by a person new to procedure.

**MATERIALS and/or EQUIPMENT:**

**Optional info =** List any material/equipment that is required for the procedure. Examples include equipment, reagents, compounds, chemicals, disposables, etc. Pay particular attention to safety equipment needs.

**PRECAUTIONS:**

**Optional info =** Hazards of the agent, handling instructions/warnings, general safety precautions, protective equipment, etc. (Copy of Material Safety Data Sheet)

**Optional info =** Commonly encountered difficulties or errors.

**REFERENCES:**

**Optional info =** List if appropriate

List any previously published procedures and/or documents used for guidance or reference material to assist in performing the SOP.