



Institutional Animal Care and Use Committee

Policy on Review of SOPs

Reviewed: 7/26/18

A standard Operating Procedure (SOP) is a document that contains accurate and detailed instructions to perform a process or procedure to ensure that the procedure is performed the same way each time and the same way by each person.

A good SOP is clear and brief, making it easy to follow. It emphasizes the critical steps and warns about safety issues.

All SOPs should follow the template in the UCSC SOP on SOPs.

SOPs are reviewed every three years and the previous dates of review/revision are indicated on each SOP.

The review may or may not result in changes to the SOP.

The review schedule of SOPs is coordinated by the ORCA office.

SOPs should be reviewed by appropriate individuals for each SOP. Reviewers could include colleagues who will be using the SOP, IACUC members, researchers, lab manager(s) or principal investigators. SOPs should be reviewed to determine the degree to which they meet the planned objectives.

UCSC has an IACUC SOP sub-committee to approve and review SOPs. Comments from reviewers are considered by the sub-committee.

New SOPs are posted for the IACUC members to view and any IACUC member can call for the review of any SOP at any time.

Finalized and authorized SOPs are distributed to the staff that uses them for referral.

The IACUC SOP sub-committee will keep track of which staff members need specific SOPs, and will determine who has actually read and demonstrated comprehension of the documents.

IACUC SOP sub-committee is comprised of the attending veterinarian and vivarium manager and any other IACUC member who indicates a desire to be appointed by the IACUC chair to the sub-committee.