

INCLUSION AND USE OF STANDARD OPERATING PROCEDURES

DEFINITION

A **Standard Operating Procedure** is a detailed description of a standardized procedure. SOPs are defined by the [International Conference on Harmonisation](#), as “detailed, written instructions to achieve uniformity of the performance of a specific function.”

SOPs have several purposes:-

- to ensure that the university has consistent processes that meet or exceed regulatory and best practice standards and that all staff/students are familiar with the processes.
- to ensure that processes are reviewed and updated on a regular basis. Having and adhering to good SOPs helps to ensure that audits by external bodies are not detrimental.
- To provide a standardised resource for staff and students.

USE

SOP's may be used to complete an AEC application form. Any SOP must be cited in the relevant section and must include its No and title eg :-

“SOP AHT 53 Intravenous (Femoral) Vein Cannulation in Rats”

NOTE: - ANY variation in technique from an SOP as written must be stated and the variation described in full.

PREPARATION

CI's are invited to submit a procedure for inclusion as an SOP provided:-

- the SOP describes one procedure only and does not include a series of complex procedures
- an SOP may contain multiple SOP's provided each is cited by number and provided the resultant SOP would not require modification or change (eg testing a series of compounds or drugs).
- The preparation and submission of an SOP must be in consultation with the Consultant Veterinary Officer.

APPROVAL

All SOP's must be submitted in the first instance to the CVO. Copies of the SOP will be distributed to all Animal Facility Managers and all Category C and D committee members for comment. The SOP will then be submitted to the UAEC for final approval and ratification.

REVIEW

All SOP's must be reviewed every 3 years and modified if required

THE UNIVERSITY OF QUEENSLAND
STANDARD OPERATING PROCEDURES
LABORATORY ANIMAL RESEARCH

SOP No:

SUBJECT:

POLICY:

PRECAUTIONS:

EQUIPMENT:

PROCEDURE:

RECOMMENDATIONS:

DATE ISSUED:

REVISED:

CHAIR OF UAEC

REFERENCES