

SOP:	112.7	Development and Submission of Project Specific SOPs
Version Date:	10-2024	
Review By:	10-2027	
Subject:	To describe the requirements for the development and submission of project specific SOPs by investigators as relevant to their research or teaching animal use protocols.	
Related Documents	SOPs 100; 105; 300	

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1. Standard Operating Procedures (SOPs) are written documents that describe, step-by-step, how to perform a certain task or operation. SOPs are used to standardize an activity or procedure and help to produce reliable and reproducible data or procedures.
 2. All animal use protocols submitted to the AREB must include SOPs outlining project specific procedure(s). All project-specific SOPs must be reviewed and approved by the AREB minimally every four (4) years to align with full protocol renewals, or earlier, as needed.
 3. New project specific SOPs may be developed in consultation with the Consulting Veterinarian to identify specific animal and/or protocol risks and management strategies. Existing project specific SOPs undergoing major modifications may be revised in consultation with the Consulting Veterinarian before being submitted to the AREB for review.
 4. New SOPs must be submitted using the appropriate AREB SOP template.
 5. SOPs must include information about the project subject and purpose, species of animal used, scope and objectives, responsibilities, equipment and materials, procedure details, required qualifications or training, animal care and safety/biosafety considerations, and facilities management and emergency procedures and precautions.
 6. Each research project should include an SOP describing applicable identified endpoints (scientific and cumulative) and include information on how health status is determined before, during, and after procedures. Humane intervention points for treatment if distress, disease, or illness occurs during the project should be described.
 7. All SOPs must comply with Canadian Council on Animal Care (CCAC) guidelines.
 8. Changes to SOPs must be submitted to the AREB for approval before the revised procedures may begin. Changes should be submitted as an additional track-changed version of the existing SOPs, where appropriate. A fully corrected version, without track changes, should be submitted as well for clarity.

Previous Versions

SOP Number	Date Effective	Summary of Changes
112.0	07-2010	
112.1	12-2011	
112.2	11-2013	
112.3	11-2016	Minor textual edits
112.4	10-2019	Minor administrative updates
112.4	11-2021	Reviewed, no changes.
112.5	09-2022	New info on endpoints.
112.6	02-2023	Updated renewal cycle of project-specific SOPs
112.7	10-2024	Minor edits. Reviewed to be on same renewal cycle.