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| **SOP:** | **112.4** | **Development and Submission of Project Specific SOPs** |
| **Version Date:** | 10-2019 |
| **Review By:** | 10-2022 |
| **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 |

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) and facility management practice(s). For applications where procedure and facility management practice SOPs have been approved by the AREB within the last three (3) years, researchers must note the relevant SOPs in the application and re-submit any proposed modifications to existing SOPs.
3. New project specific SOPs should 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 should 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 submission form.
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 considerations, and facilities management and emergency procedures and precautions.
6. SOPs should address applicable identified endpoints, and include information on how health status is determined before, during, and after procedures, and alternative measures for treatment if distress, disease, or illness occurs during the course of the project.
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**

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| **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 |