

Standard Operating Procedure (SOP) Guidelines

Why do we need Standard Operating Procedures?

A Standard Operating Procedure (SOP) is a document created to outline a set of instructions to follow to ensure work is done safely, humanely, accurately, efficiently and consistently. They outline important components of procedures such as who is responsible for conducting it, what qualifications are required to perform it, and how it will be carried out in step-by-step instructions.

SOPs are important for researchers because they will help preserve data integrity by ensuring procedures are done consistently. SOPs are important for the AREB to ensure that the procedures meet a high standard of animal use. All animal care and use SOPs must be reviewed and approved by the MacEwan University Animal Research Ethics Board (AREB) prior to beginning any work.

When to write an SOP

SOPs should be created:

- For all routine procedures and animal care or facility maintenance
- When the procedure will be used more than once
- When there are multiple users or persons performing the procedure
- When standardized methods are needed to give consistent results

SOPs for new projects should be written before applying to the AREB. When updating previously approved SOPs, you may submit a copy of the existing SOP with track changes to the AREB at any time. All animal care and use SOPs must be reviewed by the AREB every 3 years to ensure the procedures meet current practice and standards.

Who writes an SOP

An SOP is usually written by the person who routinely performs the work. This can be a manager, technician or researcher who is most familiar with the procedures. The SOP can also be written by a team of people familiar with the work. Consultation with the MacEwan University Consulting Veterinarian, other animal users, collaborators, and Workplace Health Safety & Wellness Office is strongly encouraged.