

Revised March 18 2010

University of Manitoba Standard Operating Procedure (SOP) Instructions for preparing an SOP

In order to make the preparation and review of animal protocols more efficient and thorough, we are encouraging investigators to develop Standard Operating Procedures (SOPs) which they and others at the University of Manitoba may use with their protocols. The responsibility for much of the description of the procedure begins with the principal investigator who is most familiar with what it is the procedure is to achieve. This is formatted according to the template outlined here and in consultation with Veterinary Services. Once the SOP has been prepared, it is submitted for final review by Veterinary Services and the Animal Care Committee (ACC). This document is meant to provide you with the template and instructions to follow for preparing SOPs. Veterinary Services may be consulted at any time in order to refine the procedure and details of the SOP. Changes in existing SOPs may be made as amendments and these will be reviewed by Veterinary Services before full approval is granted.

Please note that approved SOPs must be reviewed by the principal investigator every five years. This will be done at the time of long form renewal.

As our goal is to share all SOPs with other University of Manitoba investigators, you will note in the template below, a section which pertains to obtaining your permission to post approved SOPs to our password protected animal care web site.

Header information:

Author of SOP

Department

University of Manitoba

SOP #

Approval: (date) _____

Approved by: _____

Title of SOP: Within the title identify the procedure and the species to be used (specifying age of animal, i.e. adult rats, neonatal rats, juvenile hamsters). Please avoid all abbreviations in the title. Center and capitalize the title.

Purpose: Describe in a paragraph the purpose of the procedure, indicating if there is a particular restriction for the procedure (that is, a place or laboratory that the procedure is restricted to if need be.) SOPs can be used in a single laboratory if they are unique, but many, if not most can reflect methods that many investigators in different laboratories may use and every effort should be made to keep the information transferrable to other animal users.) The intent is to have community SOPs where-ever possible, thus ensuring some standardization of methods and protocol review.

Responsibility: Who is responsible for carrying out this procedure (i.e. lab staff, animal care staff, veterinarian, etc.)

Preamble: May or may not be required. It would be some sort of explanation of the procedure, background information, etc. that helps to understand the requirement for doing the procedure in a certain manner.

Abbreviations: All abbreviations to be used in the text should be defined in this section.

Supplies and Equipment: A simple “shopping list” checklist of the supplies and equipment necessary for the procedure should be included. Equipment may be identified generically (i.e., halothane vaporizer, blood pressure transducer etc). An appendix attached with supplier information and item code or ordering numbers is often useful.

Description of the Procedure: This section should be presented using the following categories as applicable.

I) Pre-procedural examination/preparation of the animal: (Include such things as weighing the animal, preparing surgical sites etc).

II) Procedure: This should include a step by step description of the procedures in a format that would be useful for anyone to follow. Refer to other SOP’s as required.

III) Post-Procedure follow-up/monitoring: A clear detailed description of all post procedure handling, recovery, medication and monitoring should be described. Monitoring sheets to be used should be attached to the SOP.

Potential Pitfalls/Complications: Describe any key points that should be a focus with regard to the successful execution of the procedure described. This may be particularly important for those new to the procedure and so investigators well-experienced may not find this relevant but others will.

Safety precautions: Common sense should guide us here and all materials or substances that may be used during the procedure that could be a safety issue for those involved should be identified and the appropriate precautions recommended (i.e. if perfusing an animal with a hazardous substance, identify the substance and the basic precautions necessary.)

References: One may include literature references to the procedural details, model information, etc. that could be used by Veterinary Services or other investigators.

Permission: If you agree to allow us to post this SOP on the password protected animal care website, please include this statement: “You have my permission to post this SOP on the password protected animal care web site”.

Specifics of formatting:

Prefer – Times New Roman font

Font size of 12

Page set up should be a minimum of 1 inch left margin to allow for holes to be punched.