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## Oklahoma State University

Institutional Animal Care and Use Committee

University Research Compliance

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405-744-3592

IACUC@okstate.edu

**Regulated Animal Facility**

**Standard Operating Procedures (SOP) Form**

Background Information:

University policy requires that all research, teaching, production/maintenance, and demonstration activities involving vertebrate animals be approved by the Institutional Animal Care and Use Committee (IACUC) prior to initiation of the project. The IACUC is also responsible for reviewing and accepting facilities’ Standard Operating Procedures to ensure that animal care procedures are consistent with the animals’ needs, recognized standards of care, and regulatory and accrediting agencies’ expectations. This form is intended to describe the facility, veterinary care, general animal care, and husbandry. Specific procedures listed in an approved IACUC protocol will supersede the SOP and approved IACUC protocols should be followed as written.

Instructions for Completing the Form:

Individuals with oversight responsibilities for OSU animal facilities should complete the form by typing in the boxes provided. Sections that are not applicable (e.g. HVAC and lighting information for outdoor housed animals) should be listed as “NA”. *For convenience, if other documents are already available that can provide the information requested in this form, the responsible individual can list “see attached” in the relevant section and append the other document(s)*.

Once completed, an electronic copy of the form and any appended documents should be submitted via electronic mail to IACUC@okstate.edu. An electronic copy of the finalized form with signatures must be submitted to the IACUC office as the review process is completed.

If changes to a previously accepted SOP are needed, the responsible individual should revise the document and resubmit to the IACUC Office with the changes highlighted or tracked.

Assistance with completing the SOP form is available from the IACUC Office or from Animal Resources. Along with answering questions as needed, a preliminary review can be performed by the IACUC Office or Animal Resources to suggest changes prior to beginning the IACUC review process. This can reduce the time required for IACUC approval and reduce the number of changes required by the IACUC during the review process.

Periodic review by the IACUC is needed and SOP’s will be reviewed not less than once every 3 years.

**Regulated Animal Facility Standard Operating Procedure (SOP)**



For IACUC Office Use Only:

Assigned SOP Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. General Information**

1a. Unit/Facility Name:

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1b. Unit/Facility Location:

(If on campus, give the building name and room numbers. If off campus, provide a complete address.)

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1c. Responsible Individual Contact Information:

(Give name, title, college, department, address, phone number, emergency or cell phone number, and e-mail address.)

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1d. Alternate Contact:

(Give name, title, college, department, address, phone number, emergency or cell phone number, and e-mail address.)

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1e. Species of Animals Maintained:

(Give the common name and the genus and species.)

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1f. Give a general description of each building/room/pond/pasture(s) used to house animals.

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1g. If medications or medical supplies are maintained on site, give their storage location and describe the inventory procedures used to discard expired materials and how they are discarded.

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1h. Describe what husbandry and medical records are maintained and where the records are located, as

 well as how Animal Resources Clinical Team (ARCT) will have unrestricted access to these records

 as described in OSU IACUC Policy 014 “Veterinary Care at OSU”, Section 3,

 subsection 3.9 (compliance.okstate.edu, Animal Use, OSU Policies and Procedures).

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1i. Describe methods used to control vermin and predators.

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1j. Describe methods to ensure physical security such as perimeter fencing, card key entry, video surveillance, regular security patrols, etc.

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1k. Briefly describe employee training procedures and attach copies of established training materials.

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**2. Animal Management and Production Procedures**

2a. Briefly describe or list and provide references for all routine procedures performed on produced and/or

 maintained animals such as handling, transportation, reproduction techniques, sampling/testing, milking,

 marketing, branding, etc. for any procedures not covered under IACUC approved protocols.

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2b. Describe any routine surgical alterations to be performed such as castration or tail docking. Include the

 age/size range at which these are performed, the technique used, whether anesthetics or analgesics are

 used and, if so, the dose and route of administration for any procedures not covered under IACUC

 approved protocols.

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2c. Describe carcass disposal procedures.

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**3. Animal Feedstuffs**

3a. List the diet(s)/feed(s)/roughages fed to the animals.

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3b. Describe the storage locations and procedures for these feeds/hay, etc.

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3c. What is the vendor or source of these feeds?

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**4. Watering:**

4a. Describe the water source.

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4b. Is any on site treatment or purification of the water performed?

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4c. How and how frequently is the water monitored for contaminants?

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4d. Describe the methods and frequency of sanitation for water delivery systems e.g. bowls, bottles, automatic waterers, etc.:

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**5. For Indoor Housing Facilities Only**

5a. Describe the HVAC system used in animal areas. Is it 100% fresh and 100% exhausted to the outside? If air is recirculated, what percent is recirculated, where does it come from, and where does it go? How many room air changes per hour are provided? Is temperature and humidity controlled to the ranges described in the Guide?

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5c. Is an emergency generator capable of maintaining critical systems (e.g. heating and cooling for terrestrial species, water quality for aquatic species) in place? If so, does it start automatically during a power outage or must it be started manually? If not, what are the potential consequences to the animals of a power failure?

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5d. Is an automated alarm system available to monitor environmental parameters? If so, what parameters are monitored and what are the alarm set points? Who is notified in the event of an alarm and how are they notified?

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**6. For Biomedical (Non-Agricultural) Locations Only**

6a. List the temperature and humidity specifications for bulk feed storage areas.

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6b. List the method and frequency of sanitizing cages, pens, runs, etc.

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6c. List the method and frequency of monitoring sanitization effectiveness.

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6d. What light/dark cycle is used, how bright are the lights as measured at 1 meter off the floor, what type of timing mechanism is used, and how and how often is the system verified to ensure it is working properly?

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**7. Veterinary Medical Care**

7a. Do veterinarians from Animal Resources and/or the Veterinary Teaching Hospital provide all care for the animals at this location?

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7b. If veterinarians other than Animal Resources or Veterinary Teaching Hospital faculty provide the care, list the veterinarian’s name, practice name, address, phone, emergency or cell phone number, and e-mail address.

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7c. Routine vaccination/deworming/insect/parasite treatment programs if not included in an IACUC

 approved protocol.

(List product, route of administration, dosage, pre-slaughter withdrawal (if applicable) and age or production stage when treated.)

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7d. Standardized Treatment Information:

 Standardized treatments are those used for the commonly seen diseases that the producer or animal

 care staff can diagnose and treat immediately based on standing orders from the veterinarian. For

 any standardized treatments, list clinical signs, diagnosis, standard treatments to include the drug,

 dose, route of administration, withdrawal periods, etc. if not included in an IACUC approved protocol.

 Note that records of these treatments must be maintained.

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7e. If veterinarians other than Animal Resources or Veterinary Medical Hospital faculty provide care for the animals, the veterinarian’s signature must be obtained:

I certify that I will provide proper veterinary care for the OSU Animals in accordance with federal regulatory expectations for research animals. I will coordinate the care of the animals through the University Attending Veterinarian by having either case summaries or complete veterinary medical records submitted to Attending.Vet@okstate.edu each time I provide care to the regulated animals.

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| Veterinarian’s Signature and Date  |

**8. Responsible Individual Certification**

The information contained on this form provides an accurate description of the animal care procedures at this facility. If the procedures or information changes, I will notify the IACUC.

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| Responsible Individual Signature and Date  |