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**ANIMAL CARE STANDARD OPERATING PROCEDURE**

**Title:** Click here to enter text.

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| --- | --- |
| **Approval Date:**Click down arrow to select a date. | **Author(s)**:Click here to enter text. |
| **Expiry Date:** Click down arrow to select a date. | **Last Updated By:**Click here to enter text. |

# Preamble:

Provide a layperson's description of the background context of this SOP.

Click here to enter text.

# PURPOSE:

Provide a description in paragraph form, of the purpose of this SOP. Why is it necessary? Where and when is it applicable?

Click here to enter text.

# SCOPE:

Provide a description of the scope of the application of this SOP to indicate where and the circumstances under which the procedure is applicable and should be followed.

Click here to enter text.

# Responsibilities:

**Principal Investigators and/or Responsible Managers** have overall responsibility for ensuring that personnel are aware of and understand this policy/procedure.

**All Personnel** that work under Animal Use Protocols (AUPs) that cite this SOP are responsible for:

1. Familiarizing themselves with this policy/procedure;
2. Obtaining training for this procedure prior to conducting the procedure (if unsupervised).

# Approved ProceDURE:

## Title of procedure:

Provide a title for this procedure and, within the title, identify the species and procedures that are the focus of this SOP (avoid abbreviations).

Click here to enter text.

## Definition of terms used in the Standard Operating Procedure

Provide list of technical terms (and their definitions) referred to in this SOP. Please separate terms with a blank line.

Click here to enter text.

## Supplies and Equipment:

Provide a list of supplies and equipment necessary to perform the SOP (be as specific as possible).

Click here to enter text.

## Pre-Procedural Preparations and Examination of Animal:

Provide a step-by-step description of preparations to be done before the main procedure
(i.e., sterilization, weighing the animal, preparing surgical site, etc.)

Click here to enter text.

## Procedure

Provide a step by step description of the procedure, referring to other approved SOPs when appropriate, in a format that will be useful for appropriate personnel to follow.

Click here to enter text.

## Post- procedural Follow-Up:

Provide a detailed description of all post-procedure handling, recovery, medication, and other activities (if not applicable, please indicate “N/A”).

Click here to enter text.

## Safety Equipment and Procedures:

Provide a list of all safety equipment and describe safety procedures applicable to the SOP but not covered in 5.3 - 5.6.

Click here to enter text.

## Non-Conformance:

The VIU Animal Care Committee is authorized by the President of Vancouver Island University to halt any procedure where the committee considers that unnecessary or unforeseen pain or distress is being experienced by an animal, or where use deviates significantly from an approved protocol. Authority extends to humane destruction of the animal if it is considered that pain or distress of the animal cannot be alleviated. The institutional veterinarian is empowered to take the foregoing actions without reference to the researcher or the committee if his/her professional judgement so warrants. (Section 2 of VIU Procedure 31.01.001).

# RECORDS

Records to be completed include:

Insert, as applicable, a list of any records that need to be completed to satisfy permitting and other official requirements (e.g. record of use for restricted drugs such as TMS).

Click here to enter text.

# formS

Forms to be completed include:

Insert, as applicable, a list of any additional forms that need to be completed (e.g. departmental forms).

Click here to enter text.

# References:

Insert any references or guidelines, such as those from CCAC or other relevant SOPs plus any pertinent primary literature. Please separate references with a blank line.

Click here to enter text.

**Revision Log**

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| **Revision Date** | **Authority** | **Reviser** | **Revision Details** |
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