



VANCOUVER ISLAND UNIVERSITY

ANIMAL CARE COMMITTEE

Policy ACC-007 - Requirements and Review of Standard Operating Procedures

Purpose

1. The Canadian Council on Animal Care (CCAC) and Vancouver Island University encourage the use of formal, written standard operating procedures (SOPs) for commonly used animal procedures wherever possible. In addition to promoting consistent and verifiable processes across the Animal Care and Use Program, SOPs offer Principal Investigators (PIs) an alternative to writing detailed procedures each time they prepare an Animal Use Protocol (AUP). Similarly, the use of SOPs reduces the review burden for the Animal Care Committee (ACC).

SCOPE

2. This Policy applies to all VIU Persons, which means those participating in scholarly activity, including full-time and part-time faculty, staff and students (including, without limitation, clinical faculty, visiting professors, and any persons enrolled in any degree, non-degree, diploma, certificate, or residency program at VIU) or any person who teaches, conducts research, or works at, or under the auspices of VIU.

RESPONSIBILITY

3. It is the responsibility of the PI or Animal Facility Manager to ensure that all animal use or animals housed at VIU are covered under an approved AUP.

STANDARD OPERATING PROCEDURE REQUIREMENTS

4. SOPs are sets of fixed instructions or steps to be followed in carrying out a given operation or in a given situation. SOPs may be developed by various members of the animal care and use program for a range of activities including, but not limited to, animal procedures and care, equipment operation and maintenance, record keeping, and emergency management.
5. Any SOP involving the use and care of live animals must be reviewed and approved by the ACC before it can be used. Changes to SOPs must also be approved before they are

implemented. Operational SOPs that do not involve animals or are not related to animal care do not require ACC approval.

6. SOPs should follow a standard template and provide sufficient detail so that trained personnel new to the animal care and use program should be able to carry out the procedure. The ACC will maintain an SOP template available for SOP developers.
 - a) SOPs may incorporate material from SOPs in use at other CCAC-accredited institutions.
 - b) Procedure manuals produced by external parties may be approved as SOPs, but the proponent must demonstrate that the procedures are up-to-date and meet current CCAC guidelines.
7. Academic Heads (e.g. Deans) and Directors of the animal services units should, as much as possible, encourage animal use and care personnel to follow and collaborate in the development and use of common, consistent SOPs for animal care and use procedures.
8. Institutional SOPs should be established for procedures involving animals that are common across Departments and/or animal services units to promote best practices for the University's animal care and use program. These common SOPs must be endorsed by all units before they are presented to the ACC for approval.
9. Animal user training must include training on relevant SOPs and must be consistent with approved SOPs.
10. PIs and supervisors must ensure that current approved SOPs are available to all personnel and students who require them to work or perform activities with animals.

REVIEW OF STANDARD OPERATING PROCEDURES

11. The ACC may delegate review of SOPs to a subcommittee created for that purpose. Any decision made by this subcommittee will be ratified at the next meeting of the ACC.
12. SOPs will be reviewed by the ACC at least every three years.
13. SOPs will be maintained online on the VIU website and will be accessible to animal users.