

STANDARD OPERATING PROCEDURE (SOP)
FOR _____

I. Purpose:

The purpose of this document is to specify the procedures for _____.

II. Scope:

This SOP will apply to all research animals housed _____ under the care of _____.

III. Responsibilities:

- A. _____ will be responsible for reviewing and updating this document annually or as needed.
- B. All personnel will be responsible for reading and complying with the provisions herein.

IV. General:

- A. Species
- B. Husbandry requirements (environmental parameters including temperature, humidity, light cycle, air change, room pressure)
- C. Special needs (e.g., special diet/feeding schedule, bedding/litter changing schedule, sterile/deionized water, food/water deprivation/restriction)

V. Procedures:

- A. Daily monitoring and care of animals (by whom; mechanism of communication with the veterinarian by phone or pager regarding problems of animal health, behavior, and well-being; weekend, emergency, and holiday care)
- B. Feeding (what, amount, frequency, by whom, food storage, method for monitoring milling or receipt date)
- C. Watering (frequency, by whom, method of monitoring cleanliness and proper operation of watering devices)
- D. Bedding and cage changes (frequency, by whom, bedding storage)
- E. Sanitation of study area, cages or tanks, feeders, water bottles, food and bedding storage containers, racks or shelves (frequency, solutions used, by whom). Please note that sanitation "as often as needed" is not acceptable.
- F. Record-keeping (see sample study area log)

- G. Transportation procedures, if applicable (i.e., between vivarium and lab)
- H. Other (e.g., water and filter changes for aquatic species, water quality testing)