Title: Review of Policies and Standard Operating Procedures	Policy No. **IACUC-015**
	Effective Date: **5/14/2018** Updated: **1/12/2026**

1. Policy: IACUC approved policies and IACUC reviewed facility Standard Operating Procedures (SOPs) are integral to the animal care and use program. This document will describe the process for handling these documents, as well as a system of continual review.

2. Procedures:

2.1. Review and Approval of Policies

2.1.1. All new IACUC policies will be discussed at an IACUC meeting of which a quorum of members is present. Approval will occur when a majority vote is received in favor of approval. Changes to approved policies will also be reviewed and approved the same as new policies.

2.2. Review of Standard Operating Procedures

2.2.1. Facility SOPs will be reviewed by a subcommittee of reviewers as designated by the IACUC Chair, typically including the Chair and the Attending Veterinarian (AV) or designee. A copy of the SOP will be made available to all IACUC members. All subcommittee reviewers must be unanimous with regard to accepting the SOP. Once accepted, signatures will be obtained including the Principal Investigator, AV, and any other providers of veterinary care. The IACUC must review and approve all written operating procedures involving the potential to cause pain or distress.

2.3. Review of Facility and University Disaster Plans

2.3.1. All new Facility and University Disaster plans will be discussed at an IACUC meeting of which a quorum of members is present. Approval will occur when a majority vote is received in favor of approval. Changes to approved Disaster plans will also be reviewed and approved as such.

2.4. Continuing review of Policies, Disaster Plans, and SOP's

2.4.1. Policies and SOPs will be reviewed not less than once every three years from the last review date, but more frequent

review can occur as necessary. Policies must be reviewed at an IACUC meeting of which a quorum of members are present and approved by a majority vote. SOPs can be reviewed by a subcommittee as appointed by the IACUC chair.

2.4.2.   Disaster Plans will be reviewed not less than once every two years on a staggered schedule. More frequent review can occur as necessary. Disaster Plans can be reviewed by a subcommittee as appointed by the IACUC Chair.