

<b>Title: Review of Policies and Standard Operating Procedures</b>	<b>Policy No. IACUC-015</b>
	<b>Effective Date: 5/14/2018</b>

**1. Policy:** IACUC approved policies and IACUC reviewed facility Standard Operating Procedures (SOP)'s 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 SOP's 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 add 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. Continuing review of Policies and SOP's**

**2.3.1.** Policies and SOP's will be reviewed not less than once every 3 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. SOP's can be reviewed by a subcommittee as appointed by the IACUC chair.

**3. Approval/Authentication:**

IACUC Chair Signature:	Date:	Attending Veterinarian Signature:	Date:
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