TITLE: Policy Format, Number, Development, Review, Revisions, Approval, Distribution and Exceptions

PURPOSE: Standardize IACUC Policy procedures

REVIEW/REVISIONS: IACUC Office staff will review and revise this SOP as needed.

PROCEDURES:

1. Format

Each IACUC policy will contain a header that includes the IACUC policy type and number, and a footer with page x of y.

Each IACUC policy will be formatted to include the bolded headers of:

- **TITLE**
- **PURPOSE**
- **REVIEW/REVISIONS**: Statement of review procedures, including review interval
- **EFFECTIVE DATE**: Effective date and subsequent revision/review dates
- **PERSON(S) RESPONSIBLE**: Designation of individuals effected by and responsible for following policy
- **POLICY/PROCEDURES**: A description of the policy and procedures
- **PROVISOS**: (if applicable)
- **DOCUMENTATION**: (if applicable)
- **DEFINITIONS**: (if applicable)
- **JUSTIFICATION**: (if applicable)

2. Numbering

The IACUC policy number will represent the subject category. Categories of policies include, but are not limited to, the following:

- 100-199 Administrative
- 200-299 Animal Care, Handling, and Husbandry
- 300-399 Laboratory Equipment and Facilities
- 400-499 Animal Hazards
- 500-599 Regulatory Exclusions and Inclusions
- 600-699 Special Research Procedures
- 700-799 Non-Human Primate Procedures

3. Development and approval of new policies

New policies will be developed as needed. Revision and approval will occur by Full Committee Review (FCR) or Designated Member Review (DMR, with the opportunity for any member to call for FCR), as appropriate.
4. Review, revision and re-approval

Existing policies will be reviewed at three year intervals, unless a member of the IACUC requests an earlier review based on changing regulations or needs. The exception to the three year interval is for those policies contingent on published documentation, such as AVMA guidelines for euthanasia or approved drug doses. In these cases, policies will be reviewed and revised in accordance with the release of new documentation, and this will be stated in the Review/Revisions section of the policy.

IACUC policies will be reviewed by FCR or DMR, as appropriate, no later than three years after the effective date for new policies or the revision/reapproval date for existing policies.

5. Distribution of policies

IACUC policies will become active and will be displayed on the IACUC website on the effective date for new policies or the revision/reapproval date for existing policies.

6. Exceptions

IACUC policies will be considered as procedural standards on the topics identified. Investigators are expected to adhere to these policies unless special exceptions are requested and approved by the IACUC. Special exceptions will be considered on a case-by-case basis and must be approved by FCR or DMR.