



BROWN

OFFICE OF RESEARCH INTEGRITY (ORI)

**Standard Operating Procedures (SOPs):
Institutional Animal Care and Use Committee**

Date of IACUC Approval: December 1, 2017

SOP: SOP, Policy and Guidance Development, Review, Revision and Implementation

- I. PURPOSE:** Brown University’s Institutional Animal Care and Use Committee (“Brown IACUC”) is mandated by federal regulation to monitor all research and teaching activities involving animal use. Pursuant to the eighth edition of “[*The Guide for The Care and Use of Laboratory Animals \(Guide\)*, p. 25,](#)” this includes the generation of standard operating procedures (SOPs) and official IACUC policies and guidance. Further, these SOPs, policies and guidance documents must be subject to review on a regular basis.

This SOP documents the process by which the Brown IACUC generates and implements standard operating procedures (SOPs), policies and guidance documents, and the frequency and manner of their review and revision¹ The goals in developing SOPs, policies and guidance are to (1) ensure regulatory compliance, (2) promote equity and consistency of treatment across protocols and animal use activities, and (3) provide transparency for the research and teaching community with respect to the expectations of animal care and use at Brown.

II. ESTABLISHING NEW SOPs, POLICIES & GUIDANCE

SOPs, policies and guidance are developed by the IACUC to fulfill the goals stated above. At times, the committee may determine that a subcommittee of IACUC members shall be convened to generate a new SOP, policy or guidance; otherwise, initial drafts will be written by the Office of Research Integrity (ORI) and/or Animal Care. The IACUC may request that any draft SOP, policy or guidance be disseminated to relevant animal user groups or administrators for feedback prior to approval.

New SOPs, policies and guidance will be reviewed and discussed at the monthly IACUC meetings. A draft version of any new SOP, policy or guidance document will be disseminated to the full IACUC prior to the meeting for its review. If no revisions are required, then a vote to accept or reject the new SOP, policy or guidance will be made at a convened meeting; a majority of the quorum of the convened committee must be present to approve. If substantive revisions are required, the IACUC may either vote to accept the SOP, policy or guidance with revisions to be reviewed by a designated member, or require that the policy be brought back

¹ This SOP is not intended to apply to Animal Care SOPs related to animal husbandry, occupational health or facility management and maintenance.

to the full committee for approval. Approved documents will be disseminated to the animal research/teaching community or to a targeted user group, and will be posted to the [ORI website](#). Researchers will be granted a six month grace period to come into compliance with any new or revised SOPs, policies or guidance.

III. REVIEW & REVISION OF APPROVED SOPs, POLICIES & GUIDANCE

All approved IACUC SOPs, policies and guidance will be reviewed on a regular basis to ensure regulatory compliance, employment of best practices and continued commitment to administrative burden reduction. Any approved SOP, policy or guidance is subject to review and revision on an ad hoc basis in response to substantial alterations in regulatory or best practice guidelines, and responsive to compelling, written requests by Brown animal users.

All IACUC SOPs, policies and guidance will be reviewed at least every three (3) years, following the process described in section II. regarding new approvals.