**Title:**

**Author:**

# Responsibilities of personnel using this standard operating procedure (SOP):

**All Personnel** that work under Animal Use Protocols (AUPs) that cite this SOP are responsible for:

1. Familiarizing themselves with this policy/procedure;
2. Obtaining training for this procedure prior to conducting the procedure (if unsupervised).

# PURPOSE:

Why is this SOP necessary? Where and when is it applicable?

# Materials:

## Provide a list of supplies and equipment necessary to perform the SOP (be as specific as possible).

# procedure:

Provide step by step chronological instructions to be done before, during and after the procedure. Where necessary refer to other SOPs.

Provide definitions for technical terms.

# formS

Provide a list of any forms to be completed (update cage card, cleaning log, etc)

# References:

Insert any references or guidelines relevant to the SOP

**Revision and Renewals** *SOPs must be renewed every 3 years*

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| **Date Received** | **Date Approved by PCAC** | **Notes** |
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