

The University of Southern Queensland's (UniSQ) Animal Ethics Committee (AEC) allows standard operating procedures (SOPs) relating to the care and use of animals to be created and used by UniSQ Researchers following UniSQ AEC approval.

An SOP is a detailed description of a standardised procedure or process. An SOP cannot be used until approval has been granted by the UniSQ AEC.

The UniSQ AEC must review an approved SOP at a minimum of every three years.

Things to consider when creating a Standard Operating Procedure:

- all SOPs must be completed on the current UniSQ AEC SOP template
- ensure it is based on procedures that have previously been trialled
 - if trialling a new procedure, the procedure can be outlined in an application. Once tried and tested, an SOP can be created
- if the procedure is only going to be used under one project (one-off) and not into the future, an SOP is not required; the procedure can be outlined within the application
- ensure procedures outlined are current best practice
 - if best practice advice changes in the future, relevant SOPs must be updated
- the SOP should only cover one procedure
- should cover procedures that involve the interaction with animals for scientific purposes (research and/or teaching)
- ensure the information provided is specific, i.e. the UniSQ AEC cannot approve SOPs that contain broad or vague details
- write clearly and concisely, i.e. a set of instructions that can be easily followed by another researcher without any issues – ask another to read through the SOP
- ensure consistency, i.e. animal or mouse
- write in the third person
- ensure appropriate risk management plans have been submitted and approved
- if the procedure involves the collection and/or use of animal biospecimens (including cadavers) a Biological Safety application may be required. Consult [Biosafety Central](#) for further advice.
- seek expert advice where required
- refer to supporting literature
- use photographs and diagrams to support the written content, where necessary
- include relevant references
 - where possible, references should be from peer-reviewed journals/articles
- if an adverse event occurs relating to an SOP an adverse event must be submitted
 - this may result in updates and/or a review by the UniSQ AEC

Using external SOPs

- for an SOP to be reviewed and approved by the UniSQ AEC it must be on the current UniSQ AEC SOP template
- an external SOP can be used to aid in the development of content