

Title: **Management of IACUC Documents**

Effective Date: **July 16, 2013**

Revision # **01**

Standard Operation Procedure Number: **IACUC-RVW-030** Last Committee Review: November 15, 2016

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**Purpose/Scope**

The purpose of this Standard Operating Procedure (SOP) is to define how IACUC documents (e.g., Policies, SOPs, Templates, Forms, Worksheets, and Checklists) will be created, approved, updated and revised.

**Materials**

SOP Template

**Definitions**

Policy – OP 79.05 (Research Policy Series Policy and Procedure Statement on Laboratory Animal Welfare at Mississippi State University)

Standard Operating Procedure (SOP) – a document that defines how the IACUC functions

Template – a document that provides suggested wording

Form – a document to be completed by Investigators

Checklist – a document used only by IACUC members and staff

**Procedure**

Anyone at Mississippi State University may propose a new IACUC document, or a revision to an existing one, by providing a written suggestion to any IACUC member or staff. Written suggestions should be forwarded to the IACUC Administrator.

The Chair, in consultation with the IACUC Compliance Administrator and the Director of Research Compliance, will determine if the proposed suggestions will be pursued. Upon determination to pursue the changes, a new document will be drafted or revisions will be made to an existing document.

Standard Operating Procedures and OP 79.05 are subject to review by the Convened IACUC. SOPs will be reviewed by the Convened IACUC every three years. The Convened IACUC will make the decision to approve and/or rescind SOPs. SOPs will be signed by the IACUC Chair and the Director of Research Compliance.

**Reviewed:**

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IACUC Chairperson

Date

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Research Compliance Director

Date