

Please complete this template when submitting a Standard Operating Procedure (SOP) for ACEC consideration and approval. The following headings should be considered and included in your submission. It is recommended to include diagrams, photos and possibly links to videos to aid in the understanding of the procedure. Replace the text in red below with the details of the procedure as well as deleting this text prior to submission. This is a template and you should save your document as a .docx file prior to commencing. Please delete all red text instructions prior to submission..

## <SOP TITLE>

Recommended instructor to student ratio: < enter ratio here>

## Category

<Click on the drop down and select a category>

Choose an item.

## Objective

< Outline the objectives of the SOP>

## Alternatives to animal use

< Provide details of alternative animal use >

## Equipment

< List all equipment needed for the procedure, including any personal protective equipment >

## Safety and Risk considerations

< List all safety and risk consideration required for the procedure >

## Drugs, chemicals or biological agents

< List all drugs, chemicals and biological agents needed and their dosage >

## Procedure

< Provide instructions and a details outline of the procedure >

## Impact on wellbeing of animals

< Outline the impact the procedure will have on the wellbeing of the animal >

## Animal Care

< List the requirements for the care of the animals during and after the procedure noting any special requirements of note >

## Pain Relief

< Provide details of pain relief measures and considerations >

## Reuse and repeated use

< Outline details and criteria for reuse and repeated including a recommended timeline if appropriate >

## Qualification, experience or training necessary to perform procedure

< Provide details of qualifications and experience necessary >

## References and relevant links

< List references and relevant web links if appropriate. >