|  |  |  |  |
| --- | --- | --- | --- |
| Author:  | **AEC APPROVED** | **SOP Number:**  | *AEC Executive Officer will insert if new* |
| **Standard Operating Procedure** | **Version Number** | Insert # Here |
| **Date Approved:** | *AEC will insert* |
| **Review Date:** | *AEC will insert* |
| **Species:** | Insert Species here |
| **INSERT TITLE OF SOP HERE**  |

**CONTROLLED DOCUMENT**

*SOPS must be reviewed by either an internal or external person with appropriate skills and knowledge.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reviewed by: | Name: |  | Position: |  |
| Approved by: | Name: |  | Signature: |  | Date: |  |

*This document is confidential. Any unauthorised disclosure or copying is prohibited.*

# INTRODUCTION

#  *(please complete this section)*

The purpose of this document is to describe the procedure for:

# RESPONSIBILITY OF APPROVED OPERATORS/MANAGERS

Approved operators must ensure that personnel-in-training follow SOP instructions carefully, wear appropriate Personnel Protective Equipment (PPE) and have identified all hazards related to this procedure and provided training to minimise risk to operators and animals. The LARTF register of training must be updated following all training sessions undertaken.

# HEALTH AND SAFETY CONSIDERATIONS (OH&S)

When work involves working with physical, biological, chemical and/or animal hazards then please ensure you have complied with and followed all current University guidelines, policies and procedures to minimise risk to operators and animals.

# MATERIALS REQUIRED (including PPE)/REFERENCE DOCUMENTS/SOPs

*(please complete this section)*

# PROCEDURE

*(Include strategies for monitoring and minimising pain and distress in animals*)

# DISPOSAL OF ANIMAL, EQUIPMENT & MATERIALS

 All biological waste material to be disposed of by the appropriate means.

|  |  |  |
| --- | --- | --- |
| **Type of Waste** | **Disposal Process** | **Disposal Method** |
| Biological material | Yellow bags | Mediwaste Bins |
| Sharps | Do not recap needles | Sharp’s container |
| Animal bodies and parts | Yellow bags x2 | Freezer  |
| General waste | General waste bin | Blue dumpster |

 Clean and wipe bench and waste areas.

# GLOSSARY

*(please complete this section – enter terms in alphabetical order)*

 *(Expand table as required)*

|  |  |
| --- | --- |
| **Term/Abbreviation** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |

# CROSS REFERENCE/DOCUMENTS/LINKS

*(please complete this section)*

 *(Expand table as required)*

|  |
| --- |
| **Internal/External Documents**  |
| Document Number *(insert doc ID # number)*  | Document Title*(insert description e.g. other AEC Approved SOPs/ Hazard documents)* |
|  |  |
|  |  |
|  |  |

# BIBLIOGRAPHY AND USEFUL WEB SITES

*(please complete this section if appropriate)*