



SOP

CONDUCTING ANIMAL EXPERIMENT

RIPANS: PHARM DEPT:SOP:06

Document Title:

Standard Operating Procedure
Conducting Animal Experiment

Document Number: RIPANS: PHARM DEPT:SOP:06

Originator

Designation

Demonstrator i/c Practical Experiment

Approvals

Designation

HOD

Distribution

Designation :

1. Head of Department

2. All Faculties and Staff

3. All students

Version	Date	Description
V00	10.01.2022	Initial Version

1. Purpose

This SOP applies to the procedure for conducting animal experiment for B.Pharm and M.Pharm students.

2. Abbreviations and Definitions

SL. No.	Abbreviation/ Terminology	Expansion/ Definition
1.	HOD	Head of the Department
2.	SOP	Standard Operating Procedure

4.1 Input

SL No.	Input Description	Source
1.	Animal experiment Booking register	Animal house
2.	SOP for Conducting animal experiment	Animal experiment register inside the Instrument Room

4.2 Entry Criteria

1. Office order on List of Holidays by Director RIPANS.
2. Announcement of academic Calendar and semester break by concerned HoD.
3. Examination Routine for Semester and Sessional

5. Process Activities

5.1 Activity Description

SL No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Lists of Holidays	Director	Office order
2.	Announcement of academic Calendar and semester	HoD	Office Order
3.	Announcement of Semester and Sessional Examination	HoD	MZU and Sessional Examination file.

5.2 Procedures:-

- 1) All researchers who are to perform animal experiment should thoroughly examine whether the animal experiment is essential. The animal experiment should be perform only if there is no alternatives and unavoidable. Consider alternative methods that do not involve animals and use animals only when necessary.

- 2) Fill up the details of the experiment such as the number of animals required for the study, the type of animal to be used, and the procedures in **Form B** and submit to the Member Secretary, IAEC.
- 3) The IAEC will review the proposal and ensure that the study meets ethical and regulatory standards and shall communicate the permission.
- 4) All experiment should be performed under the guidance of Veterinarian and Staff i/c of Animal house. Day and night hours of the animal house should be maintained properly.
- 5) Ensure that the animals are housed in a clean, comfortable, and appropriate environment. Provide them with adequate food, water, and bedding. Follow the guidelines for animal care and housing as per the IAEC and regulatory agencies.
- 6) Use anesthesia and analgesia when necessary to minimize the pain and discomfort of the animals during the experiment. Use the appropriate dose and method of administration for anesthesia and analgesia.
- 7) Perform the experiment in accordance with the approved protocol. Use the appropriate instruments and techniques. Monitor the animals during the experiment to ensure their welfare.
- 8) Maintain detailed records of the experiment, including the number and species of animals used, the procedures involved, and any adverse events. Ensure that the records are accurate, complete, and up-to-date.
- 9) Use humane methods of euthanasia when necessary to minimize the pain and distress of the animals. Follow the guidelines for euthanasia as per the IAEC and regulatory agencies.
- 10) Disposal of animal carcasses: Dispose of the animal carcasses appropriately and in accordance with the IAEC and regulatory agencies' guidelines.
- 11) Report any adverse events to the IAEC and regulatory agencies as per the guidelines.
- 12) Perform experiment only at the time allotted to you.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status

1.	Failure of submitting Form B	10	2	10		
2.	Improper maintenance of animal care and housing as per regulatory agencies	5	2	7		
3.	Conducting animal experiment without prior approval of regulatory agencies	10	1	10		
4.	Improper record of animal experiment data	7	1	7		
5.	Does not comply with animal disposal process given by regulatory agencies	7	3	6		
6.	Failure to report adverse effect	5	3	5		

7. Process Output

S. No	Output Description	User
1.	Animals were housed and treated properly as per guidelines given by regulatory agencies	Teachers , staff and students
2.	Animal experiment was conducted successfully with minimum adverse effects	Demonstrator i/c, all faculties.

8. Metrics

S. No	Critical Success Factor	Targets
1	Cleanliness of the room	Everyday
2	Availability of Booking Register	Any time
3	Availability of animal for conducting experiment	Animal house

9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

1.1 Office order by Head Department

11. Records

S. No.	Name of Record	Location / Path	Custodian	Retention period
1.	Animal experiment	Animal house	Demonstrator i/c	5 years

	booking register			
2.	Log book of each experiment	Animal house	Demontrator i/c	5 years

***** End *****