



# **SOP**

## **CONDUCTING ANIMAL EXPERIMENT**

RIPANS: PHARM DEPT:SOP:06

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| Document Title:  |
| Standard Operating Procedure<br>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            |
|------------|-------------------|------------------------|
| <b>V00</b> | <b>10.01.2022</b> | <b>Initial Version</b> |

## 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 performed only if there are 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 experiement | Animal house | Demontrator i/c | 5 years |

\*\*\*\*\* End \*\*\*\*