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| **ANIMAL ETHICS COMMITTEE** **STANDARD OPERATING PROCEDURE** | **SOP Number**  |  |
| **Version** |  |
| **Approval Date** |  |
| **Review Date** |  |
| **Title** |  |

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| **Author** | *(position of person)* | **Distribution** | General or Restricted *(delete one)* |
| **Keywords**  |  *(provide 2-10 keywords that could be used to catalogue or to assist in a search)* |
| **Animal**  |  *(list the taxa, species, strains, breeds as applicable to this SOP)* |

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| 1. **Summary**
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*(Remove writing in italics and parentheses Provide a brief description of the contents of the SOP)*

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| 1. **Scope**
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*(Define where this SOP is to be applied including any situations where it should not be used eg. Species it applies to, situations it can be used in, people it applies to)*

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| 1. **List equipment and resources required**
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*(List any equipment required to carry out this procedure, including personal protective clothing, chemicals)*

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| 1. **Procedure**
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*(Provide a sequential step-by-step description of the procedure/technique from the start to finish)*

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| 1. **Training plan and measures of competency**
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*(Outline the steps and activities that a person needs to follow in order to be trained and competent. Delete the activities that are not relevant to training in this activity/SOP)*

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| 1. **Animal health and welfare considerations**
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*(List any potential adverse events that may occur as a result of the procedure, including the steps taken to reduce the impact these may have on the animals. Include any infectious agents, insects, predators or other hazards that may be of risk to the animals involved or other animals in the facility)*

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| 1. **Compliance requirements**
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*(List any legislative or regulatory requirements that must be met including any licensing requirements for staff, equipment or facilities)*

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| 1. **Work health and safety considerations**
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 *(Note whether there are any hazards involved that may pose a risk to staff and what precautions need to be taken, refer to any Safe Work Practices if applicable)*

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| 1. **References, related resources and acknowledgments**
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*(If references were used to develop the SOP or to provide precedence for its use, or any external resources that could be useful in applying this SOP )*

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| 1. **Attachments or related documents**
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*(List any attachments or other documents that would enhance the understanding of the SOP such as product/equipment manuals, material safety data sheets, WH&S documents, standards, codes of practice etc)*