Animal Program Policy review SOP
V 3-6-25

1. **Identify need:**
   1.1. **New policies:** Policy gaps are brought to policy approval authority who, with stakeholders, draft new policies for review and approval
   1.2. **Currently approved policies**: Policies are reviewed on ~ 3-yr review cycle unless stakeholders have identified policies that should be updated sooner. The IACUC office maintains a list of policies and last review dates and identifies policies to be reviewed on the 3-yr cycle.
2. **Primary review by policy authority group**: Policies are reviewed by Attending Veterinarian, IO and IACUC office with input from internal stakeholders and updated as needed (track-changed Word document). Minor changes can go directly to ACAPAC (item 3). Significant changes might undergo additional review/modification by:
   2.1. IACUC chairs, provided with draft policy and a summary of changes including any known impacts.
   2.2. University communications staff can be provided with draft policy and summary of changes for input regarding communications and broader considerations.
3. **ACAPAC review**: Policies are reviewed by ACAPAC stakeholders for additional input.
   3.1. IACUC office creates a summary sheet that includes rationale for the change and discussion points to share with committee.
   3.2. Policy scheduled for ACAPAC meeting for discussion
   3.3. Input from ACAPAC is incorporated
   3.4. ACAPAC votes on support of updated policy draft
   3.5. ACAPAC vote on posting policy for comment period. If no comment period needed, move to 5.
4. **Comment period**: Policy draft supported by ACAPAC is posted for 30 days to receive comments from animal program stakeholders.
   4.1. Policy with summary sheet is posted on RARC website.
   4.2. Email announcing comment period is sent to animal community with link to survey
   4.3. Comments are collected via Qualtrics Survey and reviewed by policy authority (AV or IO or their designee).
   4.4. Concerns regarding any implementation of the policy will be reviewed by the appropriate implementation team (the IACUC office, IACUCs, Veterinary staff, school facilities managers) and shared with ACAPAC.
   4.5. If significant concerns with the policy itself are raised during the comment period either the policy will be brought back to ACAPAC or a working group will be formed to review and suggest changes to the policy in light of the comments prior to review by ACAPAC.
5. **Final policy approval and posting**: Final policy approval is obtained via email from approval authority (IO or AV) and final policy is sent to policy library coordinator (policylibrarycoordinator@wisc.edu) for posting. A communication to the animal community will be sent when any policies are updated.
6. **Internal document management:** IACUC office updates excel sheet with last date of review and uploads a clean Word document of current policy.