 University of Zurich Institute of Laboratory Animal Sciences	Standard Operating Procedure SOP	Page 1 of 5
Date: 3.10.2022	Harmonisation and standardization of scoring procedures	LTK-RES-44-A-EN Version: A
This SOP replaces:	Date: None Version: None	
Reason for	None	
Related SOPs:	LTK-RES-3 Stereotactic Injection LTK-RES-5 Scoring and withdrawal criteria of animals bearing i.c. tumors	
Indication of Use:	Animals after surgical intervention and/or animals bearing intracranial tumors	
Aim of SOP:	Harmonization and standardization of scoring of the wellbeing of animals done by the same researcher over time and between different researchers.	
Distribution:	<ol style="list-style-type: none"> 1. Server 2. Animal House 3. Group vom Berg 	
Attachments:	Scoring sheet	
Generated at: 3.10.2022	Checked and approved at: 3.10.2022	
by: Sabine Spath	by: Johannes vom Berg	

Responsible Persons: 1) The researcher mentioned on the respective scoring sheet 2) Any person with Modul 1 and registered on a particular animal permit



Date: 3.10.2022

**Harmonisation and standardization of
scoring procedures**

**LTK-RES-44-A-EN
Version: A**

Method: observation, weighing, handling on cage grid

Principle of Method:

Comparison of clinical scoring and observation between different researchers.

Units and Formulas: Severity grades

Material to be used: balance, cage grid

Min/Max amount:

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Safety:

1. General rules for working with sharp tools (scalpels, syringes, scissors) have to be followed.
2. Only in the case of chemotherapeutic agents and human cytokines additional biosafety rules have to be obeyed
3. Follow the rules of the animal house

Method Description:

Every month two researchers have to perform scoring according to the SOP Scoring and withdrawal criteria of animals bearing i.c. tumors LTK-RES-5, on the same tumor-bearing animals, one the same day, one after another. After performing the scoring, the results have to be compared. In case of discrepancies, study supervisor has to be contacted to correct and explain correct scoring procedure.

Once per quarter, study supervisor oversees and if necessary adjusts and corrects scoring procedure performed by a researcher.


Factors influencing outcome:

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Analysis:

Compare scoring sheets, check for differences between scoring performed by different researchers.

File: LTK-RES-44-A-EN Harmonisation and standardization of scoring procedures.docx

 University of Zurich ^{UZH} Institute of Laboratory Animal Sciences	Standard Operating Procedure SOP	Page 3 of 5
Date: 3.10.2022	Harmonisation and standardization of scoring procedures	LTK-RES-44-A-EN Version: A


Documentation:

Validation sheets in the laboratory in the respective folder for the license documents.

Problem management:

Report any scoring discrepancies to the study supervisor.


Attachment: Monthly 4-eye scoring sheet (next page), Quarter yearly review and control by study supervisor (the following page)

 University of Zurich ^{UZH} Institute of Laboratory Animal Sciences	Standard Operating Procedure SOP	Page 4 of 5
Date: 3.10.2022	Harmonisation and standardization of scoring procedures	LTK-RES-44-A-EN Version: A

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Monthly 4-eye scoring

Month, year:	Researcher 1 (Name and signature)	Researcher 2 (Name and signature)	Discrepancies? (Yes/No)

 University of Zurich ^{UZH} Institute of Laboratory Animal Sciences	Standard Operating Procedure SOP	Page 5 of 5
	Date: 3.10.2022	Harmonisation and standardization of scoring procedures

Quarter yearly review and control by study supervisor

Quarter, year:	Researcher:	Study Supervisor signature: