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| Standard Operating Procedures |
| Title: |  |
| Number  |  | Revision  |  | Date |  | Pages | 1 of  |

1.0 PURPOSE

 - Restate and expand the title.

2.0 SCOPE

 - Describe to whom and what the SOP applies to.

3.0 RESPONSIBILITIES

 - List who is responsible (by job title) for performing work, maintaining records, providing training and ensuring that this procedure is carried out.

4.0 DEFINITIONS

 - List any terms, acronyms or abbreviations used that might not be commonly understood by a person new to this SOP.

5.0 HEALTH AND SAFETY WARNINGS

 - List all Personal Protective Equipment needed for procedure.

 - List hazards of chemicals, biological, equipment, etc., used in procedure.

 - List any special emergency equipment needed (eyewash, spill kit)

 - List any special waste disposal requirements (biological waste, chemical waste)

6.0 MATERIALS

 - List materials and equipment needed for procedure. Be specific. Include chemical concentrations, catalog numbers, equipment names, model numbers, etc. Include any material or equipment set up procedures that need to be done before procedure can proceed (e.g. warm up water, dilute bleach). Cross reference any other SOPs for these procedures. Describe how to obtain equipment.

7.0 PROCEDURES

 - List a step-by-step description of the procedure in chronological manner using active verbs and direct statements. Describe any anticipated problems that may occur while performing this SOP, the course of action to be taken, including the job title to consult/report to if problem occurs.

8.0 REPORTING AND DOCUMENTATION

 - Describe any logs, reports or other documentation needed or produced during this SOP. Describe where records are kept.

9.0 REFERENCES

 - List other SOPs, regulations or references relating to this SOP.

10.0 ATTACHMENTS, FORMS, CHECKLISTS

11.0 REVIEWS AND REVISIONS

 - List review cycle (e.g. annually) and procedure (e.g. supervisor, committee). Include author & approval signatures.

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|  | **Signature** | **Job Title** | **Date** |
| T This SOP was written by: |  |  |  |
| T This SOP was reviewed by: |  |  |  |
| T This SOP was approved by: |  |  |  |