## INSERT SOP TITLE HERE

**INSERT DATE HERE**

**By**

**INSERT AUTHOR NAME AND TITLE HERE**

|  | **NAME** | **TITLE** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- | --- |
| **Reviewed By** |  |  |  |  |
| **Approved By** |  |  |  |  |

| **Effective Date** |  |
| --- | --- |

# Introduction

1.1 **Purpose**: Clearly state the objective of the procedure here.

1.2 **Scope:** Define the boundaries of the procedure here in terms of processes, departments, locations, equipment, etc. What does it exclude? Any limitations or exceptions?

1.3 **Responsibilities**: List who is responsible for complying with this procedure here. Identify all personnel (internal as well as external) that are responsible for executing the procedure.

1.4 **Chief/Principal Investigator:** List the name of the person or people who have authored the SOP

1.5 **Definitions & Abbreviations**: Include all relevant definitions and abbreviations for ready reference here.

1.6 **Materials & Equipment**: Are any specific materials or equipment necessary to comply with the SOP? List them here.

1.7  **Cautions, Warnings, and Dangers**: Should users be aware of any cautions, warnings, and dangers for their own safety? If yes, let readers know and use the labels below to get more specific.

**Caution**: A caution prevents a possible mistake that could result in damage or injury

**Warning**: A warning alerts against potential hazards to life or limb

**Danger**: A danger alerts to immediate danger to life or limb

1.8 **Change History**:

# Table of Contents

If SOP is long, create a table of contents here to allow for quick reference

# Actual SOP

* 1. List the steps of the actual SOP

# 4. Change/Revision History Use table below for any new revisions made, date made, person responsible, and well as description of the change.

| **Revision #** | **Effective Date** | **Person Responsible For Change** | **Description Of Change** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 

# 

# 

# 

# 5. Who Read The SOP Use table below to collect names, the title of the person,signatures, and date read of all people that have read the SOP.

| **Name** | **Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |