

STANDARD OPERATING PROCEDURE

INSERT DEPARTMENT

SOP Title/ID #: **Insert Title or ID#**

SOP Rev. #: **Insert Version #**

SOP Title: **Insert Title**

Page **Insert Page #** of **Insert Total**

Pages

INSERT SOP TITLE HERE

INSERT DATE HERE

By

INSERT AUTHOR NAME AND TITLE HERE

	NAME	TITLE	SIGNATURE	DATE
Reviewed By				
Approved By				

Effective Date	
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1. 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:**

