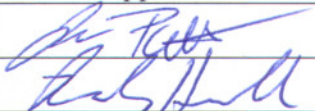



**Standard Operating Procedure (SOP)  
Format**

<b>SOP No.</b>	AS-0001	<b>Revision:</b>	0
<b>Department:</b>	Administrative Support	<b>Date:</b>	2/21/07
<b>Dept. Head Approval:</b>			2/23/07
<b>Director Approval:</b>			2/27/07

**1. Title Block:**

- 1.A. Write a title (with a descriptive verb) that defines the purpose of the SOP.
- 1.B. Assign an SOP number.
  - 1.B.1. The first 2 digits are alpha characters that should reflect the department issuing the SOP (i.e. AS-Administrative Support).
  - 1.B.2. The last 4 digits are numeric in sequential order for the number of SOP's issued by that Department.
- 1.C. Assign the revision number. Start with revision "zero" for the first approved issue of the SOP.
- 1.D. Assign the department issuing the SOP.
- 1.E. Enter the date the SOP was issued or revised.
- 1.F. Have the Department Head sign and approve the SOP.
- 1.G. Have the Facilities Managements Director sign and approve the SOP. Note: SOP cannot be issued until the Director has approved.

- 2. **Table of Contents:** For longer SOP's provide a table of contents to allow readers to focus on a specific section of the SOP. Not all SOP's will require a table of contents.
- 3. **Numbering Format:** Use a numbering format outlining each section so the reader can easily follow each step (i.e. 1, 1.A, 1.A.1, 1.A.1.a, etc.).
- 4. **Purpose:** State the purpose of the SOP including the specific audience (user) in one or two sentences. Include information about process and regulatory standards, and both desirable and undesirable consequences.
- 5. **Scope:** Write a "scope" statement that tells what related subjects the SOP does and doe not cover if there is any chance someone will be confused and make a mistake. Use scope statements for two reasons: to focus your attention as a writer and to clarify things for a reader. Many SOPs do not require scope statements, but consider the value of one before dismissing it as too much trouble to write.
- 6. **Responsibility:** Identify the personnel/departments that have the responsibility to follow the SOP (i.e. Locksmith, Operations Managers, etc.).

7. **Definitions:** Define terms, acronyms, and concepts. If the SOP contains terms and concepts that readers may be unfamiliar with, define these in their own paragraph so that readers know that there are unusual words or concepts, and can find them easily for use when needed.
8. **Health and Safety:** List any health and safety procedures that need to be followed (i.e. lock out tag out). List any warnings/cautions that would apply. List any PPE required to perform the work associated with this SOP.
9. **Procedure:**
  - 9.A. List and explain the process steps in sequential order in which an SOP user should perform the steps.
  - 9.B. Provide a more detailed explanation if a reader needs more information to fully understand the reason for performing a step.
  - 9.C. When an SOP is time-dependent, indicate the times clearly. (i.e. Once a week: check laboratory hood air flow to ensure it meets required specifications).
  - 9.D. When a step depends on informational input (data), include the source, reference document number, and date if possible.
  - 9.E. Incorporate any criteria, checklists, work instructions, or process flow charts if applicable.
10. **Quality assurance and quality control:** Activities that allow self-verification and consistency of work and quality (spell check, conditions of product received in warehouse, etc.).
11. **Reference Section:** Any literature, cite all references mentioned in the procedure, manual, drawings, etc.