

SOP No.	Title of SOP	
Rev. No.	Effective Date:	Page 1 of
REQUIRED APPROVALS BELOW		
Author(s):		Date:
Lab Director:		Date:
Lab Manager:		Date:
Biosafety Officer:		Date:
STANDARD OPERATING PROCEDURE		

1.0 Purpose

This section should describe any relevant background information and a description of why the procedure or guidance is necessary.

2.0 Scope

This section should identify the intended audience, areas where the SOP may be relevant, and specific operations covered by the SOP.

3.0 Roles and Responsibilities

Clearly identify key personnel that will have a primary role in this SOP and list their responsibilities as it relates strictly to this SOP. If necessary, include any contact information. If the 'key personnel' roles have not been assigned, provide addit

4.0 Prerequisites

This section should provide the information needed before proceeding with the listed procedure. This may include necessary tools, documents, and/or certifications.

5.0 Procedure

This section is a step-by-step outline of the methods used in order to meet the purpose.

6.0 Documentation

This section should list any required documentation and record management practices that must be utilized for the successful completion of this SOP.

7.0 Training

This section should list any required training related to completion of this SOP and describe how to obtain any available training.

8.0 References

This section should list any additional resources that may be useful in performing the procedures. These may include standards (e.g., regulatory references), other SOPs from other sections referred to in this SOP, and supplementary documents.

9.0 Definitions

This section should highlight and define frequently used terms and provide additional and/or relevant information needed in order to use and understand this SOP.

10.0 Revision History

Revision	Author	Date	Description of Change
0.0			New procedure