**(Enter name of the procedure) SOP**

**INSTRUCTIONS:** The document below is identified as a draft to be customized in consultation with INSTITUTION NAME personnel to accurately describe site procedures and requirements.

* **Black text** can be considered generic text that may be appropriate for inclusion.
* ***Red text*** should be regarded as guidance or examples and must be reviewed and replaced with facility-specific information.
1. **Scope**

(Describe to whom, what, and where this document will apply. Be as specific as possible).

1. **Purpose**

(Describe in succinct terms what this SOP is doing (i.e., “The purpose of this document is to describe the [process involved] at INSTITUTION NAME”).

1. **Principle**

(Describe the principles surrounding why this SOP is being written. This will be very similar to the policy statements that the SOP is derived).

1. **Responsibility**

(Describe every type of person [e.g., staff, supervisor, leadership] who is responsible for complying with the SOP. Be as specific as possible. For example, use “maintenance and cleaning personnel assigned to restricted areas” instead of simply “cleaning staff”).

1. **Definition and abbreviations**

(Enter every term, abbreviation, and definition in this section).

1. **Reagents:**

(If this is applicable, enter every reagent involved in the procedure. For example, include any chemical used to perform a diagnostic test. If not applicable, mark this as such).

1. **Materials:**

(If this is applicable, enter every material involved in the procedure. For example, any equipment used to perform a diagnostic test. If not applicable, mark as such).

1. **Related Directives**

(Enter all related manuals, plans, documented policies, processes, and other SOPs).

1. **Procedure**

(Enter each step of the procedure in as granular a fashion as is possible. Do not combine steps).

1. **Safety Instructions**

(Enter any safety instructions here. If no specific safety instructions are applicable, you should enter a generic admonishment to comply with all INSTITUTION NAME safety policies while following the procedures described in this document).

1. **Reference**

(Enter any international, national, and industry standards and guidelines to which this SOP is complying).