

**COMPANY AND LOGO:**



**HOW TO WRITE A STANDARD OPERATING PROCEDURE:**

**(Title Page:)**

## **COMPANY AND LOGO:**



### **Table of contents:**

- Always followed by the title page
- List of each
  - Sections
    - Subsections
    - and page number at the bottom of the page.

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### General Information:

Team/Unit	Names of the member(s) that created SOP
SOP Title	Title is named by the standard operating procedure that is being addressed.
SOP Number:	Number is assigned based on the sequence of all SOP's
Version:	1 <sup>st</sup> through each subsequent revision each in chronological order
Implementation Date:	Date the current version of the SOP will go into effect
Approval Date:	Date the SOP was approved
Approval BY:	Name and Title of Individual whom approved the SOP
Expiration Date:	Date the SOP is to end.
Page Number:	Each Page Number is listed at the bottom of the page as Page X of X

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**Purpose:** statement of what the SOP is addressing. (Always the 1<sup>st</sup> page of SOP)

- Purpose needs to be precise.
- Purpose of the SOP begins with the site of reaching the goal at the end.

**Scope:** Precise directions of the SOP

- Definitions: Define Key terminology
- Targeted Location/Team/Unit
- Roles and Responsibilities of each team member
- Training plans
- Safety Requirements
- Required Monitoring
- Specialized Equipment/Software

**Procedure and Instructions:**

- Precise steps from beginning to end.
- Forms
- Records

**SOP Revision History:**

- SOP Version
- Changes Section

Effective Date: that new changes are to be in effect.

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### References:

- Regulatory references
- Policies

### References:

- <https://www.bu.edu/research/ethics-compliance/safety/biological-safety/ibc/resources/biosafety-manual/appendix-u-criteria-for-development-of-standard-operating-procedures-sop/>
- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3088954/>
- <https://www.freepik.com/free-photos-vectors/pharmacy-logo?sign-up=google>
- <https://www.getmaintainx.com/blog/how-to-improve-regulatory-compliance/>
- <https://www.compliancequest.com/bloglet/writing-effective-sops/>