# NAME OF PROCEDURE:

# PRINCIPLE

**The purpose of a Standard Operating Procedure (SOP) for SOPs is to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The purpose of the associated SOP Manual is to ensure accurate conduct of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# SPECIMEN

# RESOURCES

## Forms

## Other Essential SOPs

## Other Resources

# SUPPLIES AND REAGENTS

# PROCEDURE

## APPLICABILITY OF THIS SOP

## ORGANIZATION OF THE SOP MANUAL

|  |  |  |
| --- | --- | --- |
| **Number** | **Volume Title** | **Description of Content** |
| I |  |  |
| II |  |  |
| III |  |  |
| IV |  |  |
| V |  |  |
| VI |  |  |
| VII |  |  |
| VIII |  |  |
| IX |  |  |
| X |  |  |

* I. NAME OF PROCEDURE/POLICY
* II. PRINCIPLE
* IV. RESOURCES:
* V. SUPPLIES AND REAGENTS:
* VI. POLICY / PROCEDURE:
* VII. EXPECTED RESULTS/TROUBLESHOOTING/CORRECTIVE ACTION
* VIII. RESULT REPORTING:
* IX. DISCUSSION OR LIMITATIONS:
* X. QUALITY CONTROL:
* XI. DISTRIBUTION:
* XII. REFERENCES:
* XIII. SOP HISTORICAL OUTLINE:
* XIV APPENDICES HISTORICAL OUTLINE
* DATE:
* WRITTEN/REVISED:
* REVISON DESCRIPTION:
* MANAGER REVIEW:
* FACILITY DIRECTOR REVIEW:
* MEDICAL DIRECTOR REVIEW:
* PRINCIPAL INVESTIGATOR REVIEW:

## ASSOCIATED FORMS AND APPENDICES

## GENERATION OF NEW SOPs

## SOP REVISION

## VERIFICATION AND VALIDATION OF SOPS

## REVIEW OF COMPLETED SOP

## Retired SOP Retention

## COMPUTER FILE STORAGE

# EXPECTED RESULTS/TROUBLESHOOTING/CORRECTIVE ACTION

# RESULT REPORTING

# DISCUSSION or LIMITATIONS

# QUALITY CONTROL

# DISTRIBUTION

# REFERENCE

# SOP Historical Record

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rev# / Date | Written/Revised By | Revision Description | Supervisor Review | Facility Director Review | Medical Director Review | PrincipalInvestigator Review |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Removed: |  |  |  |  |  | NOT REQUIRED |

# APPENDICES