1. **PURPOSE**

The purpose should define the intent of the document and be no longer than one or two sentences.

It needs to be detailed enough so end users can quickly recognize what the document covers with no other detail included.

1. **SCOPE**

State the range of activities the SOP applies to as well as any limitations or exceptions.

*This section is optional; delete if not needed*.

1. **RESPONSIBILITY**

Define the roles responsible for executing activities within the procedure.

If there are many roles listed, consider narrowing the scope and creating multiple SOPs to complete the task.

1. **DEFINITIONS AND/OR ACRONYMS**

Clarify terms that may not be familiar to end users and spell out acronyms or abbreviations used.

Remember that while a term may be familiar to you, it may not be familiar to end users.

1. **PROCEDURE**

Break the procedure down into the following components:

Major steps: Include only the steps necessary for accomplishing the objective of the procedure.

Individual action steps: Within each major step, include individual action steps necessary for accomplishing the objective of the procedure.

Notes: Include other information needed for clarifying the process and/or responsibilities and possible warnings.

1. **REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION**

Include links to applicable statutes, regulations, policies, forms, templates, guidance documents, FAQs and other materials that are relevant to the SOP.

1. **HISTORY**

Each time a document is created or updated, revise the History table to include the following:

Effective Date: the date (mm/dd/yyyy) on which the document was created or revised

Version #: the number assigned in increasing order (beginning with 000) that corresponds to each version of the document

Authors: the person who is responsible for the content and changes to the document

Description: a brief summary of the changes to the document

|  |  |  |  |
| --- | --- | --- | --- |
| **Effective**  **Date** | **Version #** | **Authors** | **Description** |
| 04/01/2018 | 000 | Blanca Pernic | New document |
| 07/27/2018 | 001 | Blanca Pernic | Change document number to reflect new format. |
| 09/11/2018 | 002 | Blanca Pernic | Revised number format. |