# 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.

# SCOPE (optional)

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

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

# DEFINITIONS AND/OR ACRONYMS (optional)

# 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.

# PROCEDURE

# Describe the process in detail as to how it is be performed.

# Major steps: Include all 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.

# Use of flow charts, pictures, checklists, etc can be used to describe your process.

# REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION (optional)

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

# 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

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| **Effective**  **Date** | **Version #** | **Authors** | **Description** |
| 04/01/2018 | 000 | Blanca Pernic | New document |
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