Organization's LOGO

This is an example SOP template. This template is provided for information purposes and should be modified to meet the needs of your organization.

SOP Number/SOP title

Summary/Purpose

One sentence description of what the SOP covers

Effective Date:	**Revised Date:**
Prepared by:	**Approved by:**

Contact Information (Preparer, Subject matter expert)

Provide contact information for all key contacts; the person that prepared the SOP, the subject matter expert(s), responsible supervisor

Authorized personnel

List people or job titles authorized to carry out tasks in SOP

Operational limits and responses

When appropriate specify any limits around when the SOPs can be used

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1. Disclaimer (optional)

Add a disclaimer especially if the SOP will be used by contractors. Address
- *You may encounter conditions not described in this procedure*
- *The SOP is a guide, additional training may be required.*
- *Any questions with this procedure, ask!*

2. Background (you can also call this purpose or objectives):

Provide any background knowledge that the user of this SOP would need to have. This may include:
- *Statements of policy*
- *Regulatory requirements*
- *What the SOP covers/ does not cover*
- *Background information important to understand before using this SOP*

3. Safety

Define safety issues unique for the specific SOP.
- *List PPE requirements*
- *Call out any specific hazards*

4. Equipment

- *Identify equipment that will be required for the task*

5. Procedure

Provide a step by step procedure
- If multiple steps, organize into tasks with subheadings. For example
  - Arriving on site, hazard analysis, ensure safe work site
  - Operational limits and responses
  - Specific tasks
  - Monitoring
  - Completion/cleanup
- You may also define roles or tasks for different personnel

	Tips or lessons learned can be added to the procedures. Some organizations use callouts, or tip boxes to highlight these.

6. Record Keeping

Identify forms or record keeping system
- *Attach to SOP, identify form location, or provide link to document*
- *Identify data to be collected*

7. Additional resources (References)

Provide links or locations (in file cabinet…) to other references or materials to support the SOP. This can include:

- *Links to Other SOPs*
- *Manuals from the vendor or manufacturer*
- *Industry standards or best practices*
- *Other documents*

8. Approvals (*optional*)
Approval line for supervisors/ managers and date