

**TITLE** [Provide a descriptive representation of the SOP content.]

1. **PURPOSE**

[Describe the generalized objective or aim of the document and expand on the directive language in the title.]

1. **SCOPE**

[Describe the processes, projects and/or personnel to which the SOP will be applied. This should include a detailed description of all areas of impact. Consider defining areas that are considered out of scope if necessary.]

1. **POLICY**

[Describe the policy, if applicable, which the SOP supports.]

1. **DEFINITIONS**

[Describe any technical or special terms used within the SOP that may not be familiar to the lay reader.]

1. **ROLES AND RESPONSIBILITIES**

[Describe each role and their related responsibilities for performing the tasks associated with the document.]

1. **PROCEDURE**

[Describe the sequence of actions or instructions on how a task will be performed. The procedures should include detail to convey the intent and integrity of the procedure and apply to all projects.]

1. **REFERENCES**

[Cite source documents.]

1. **APPENDICES**

[Include Appendix Identifier, Appendix Name, and list the supplemental documents used to support the requirements of the SOP (e.g. approval forms, checklists, templates, etc.).]