

When drafting a standard operating procedure (SOP) include the following as appropriate:

- 1. Purpose** (What is the goal of the procedure; why is it important)
- 2. Summary** (Summarize the procedure and expectations for how it should be performed)
- 3. Definitions** (Explain any terminology or abbreviations, as necessary)
- 4. Qualifications/Responsibilities** (Outline any qualifications required of the person who can carry out the procedure and a general description of the responsibilities involved)
- 5. Procedure** (Provides in detail the step-by-step instructions to complete the procedure)

