

*Insert Facility/Institute Logo Here*

**STANDARD OPERATING PROCEDURE (SOP) *TEMPLATE***

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| Facility: | |
| SOP Title: | |
| Document Number: | Version Number: *00*  Effective Date: *MM-DD-YYYY* |
| Other documents cross-referenced in this SOP (i.e., manuals, SOPs, forms, records): | |

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| Revision Number | Sections Changed | Description of Change | Date | Approved By |
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INSTRUCTIONS: The Biorisk Management Manual and supporting Standard Operating Procedure (SOP) templates provide a general overview of common considerations and information that should be addressed within a biorisk management system and program. These templates are not exhaustive and facilities must customize each document to ensure it is locally applicable and relevant.

* **Black text** can be considered generic text which may be appropriate for inclusion in a facility’s biorisk management manual and SOPs.
* ***Red text*** should be considered guidance or examples and must be reviewed and replaced with facility-specific information.

1. Purpose
   1. *Why should the SOP be used?*
   2. *Where should it be used?*
   3. *Input: The starting point and any material one has prior to conducting the procedure*
   4. *Output: This is what the SOP accomplishes, or the end result*
2. Scope
   1. *Who should use the SOP?*
   2. *When should it be used?*
3. Responsibilities
4. Preparation *(Anything that needs to be in place prior to commencing the procedure)*
   1. Materials
   2. Equipment
5. Procedure *(Actions: What steps must be taken to move from the input to the output?)*
   * 1. Step 1 *(These are the steps in the actual procedure)*
     2. Step 2
     3. Step 3
     4. Step 4
     5. Step 5
6. References
7. Attachments