



Standard Operating Procedure for **CREATION AND MAINTAINENCE OF SOPS**

1.0 PURPOSE

This procedure describes how to create and maintain appropriate SOPs for WNYSTEM.

2.0 SCOPE (Should include which Cores this SOP applies to)

This procedure applies to all personnel who wish to create SOPs.

3.0 PROCEDURE

- 3.1 1) Determine whether an SOP is required for the procedure using such questions as: A) Will this procedure need to recur multiple times in the future? B) Is it appropriate to have a template for this procedure? C) Is it likely that another individual will have to reproduce this procedure in the future? D) Is this procedure important for generating a product or providing a customer service by a Core? If the answer to any of these questions is yes then it is likely that an SOP should be generated.
- 2) Take the SOP template and modify it such that the PURPOSE, SCOPE and PROCEDURE are correct for the specific procedure.
- 3) The PURPOSE section 1.0 should include the specific type of procedure specified by the SOP, what is it used for, what does it generate, why is it useful, etc.
- 4) The SCOPE section 2.0 should describe who would use this SOP, members of a specific Core, Administrative personnel, etc.
- 5) The PROCEDURE section 3.0 should describe the procedure in sufficient detail so that it can be performed by an individual with some training in the area in which the procedure is performed, be it laboratory work or administrative functions. For lab procedures tables of reagents and how they are prepared should be included as well as detailed protocols of how to perform the specific task. Some SOPs may refer internally to other SOPs to define specific workflows.
- 6) The creator(s) or modifier(s) of the SOP and the date of creation/modification should be shown at the bottom of the SOP. All modification dates should be maintained as a history of the SOP.
- 7) The SOP should be saved with a filename of the following structure: SOPx.y name.pdf where X is the SOP number 1-N numbered consecutively, y is the version number (every revision should have a revision number) and name is a one or two word description of the procedure described by the SOP (i.e. SOP2.0 SOP creation.pdf).
- 8) Proposed SOPs will be approved by the Core Director and Administrative Director at a meeting of the Management Committee.
- 8) SOPs will be stored online and available to all Core personnel.

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