

## 1. Purpose

The purpose section must answer the following question: What is the expected outcome of this *procedure*?

Each SOP is a series of steps to achieve a single outcome. As such, there should be no more than one purpose in this section.

## 2. Scope

The scope section describes how the SOP fits into the overall collection of SOPs, the circumstances in which the SOP is implemented (when applicable), and to whom the SOP applies.

## 3. Definitions

This step defines all specialist vocabulary and abbreviations used in the SOP. To guarantee internal coherence, definitions must be provided for each SOP even if the definition is provided in another SOP. Copying from existing SOPs is encouraged.

**Word:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**Word:** Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Word:** Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

**Word:** Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

## 4. Preparation

This step describes everything you need to do and get to complete the procedure. The preparation step states all prerequisites, software, and materials needed to complete the task. Any prerequisites must also be stated in the Scope section.

### 4.1 Prerequisites

#### 4.1.1 Prerequisites Type 1 – Use SOP L3 Style for second decimal place headers

- SOP L3 Bullets for these

#### 4.1.2 Prerequisites Type 2 – Use SOP L4 Style for second decimal place headers

- Access to this information

#### 4.1.3 Software

- Software

### 4.2 Materials

- These are SOP L2 Bullets
- That Material
- Another material

## 5. Procedure

Use SOP Body for unnumbered text in the L1 area.

1. Use SOP L1 List for list numbers in the L1 area.
2. These are the steps required to complete the task.
  - a. Step two.

### 5.3 Use SOP L2 Formatting for each major conceptual chunk of the procedure or for the procedure name.

1. Use SOP L2 Steps for each step required to complete the chunk or the full procedure.
  - Use **SOP L2 Step Bullets** for bulleted lists under process steps.
2. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
  - a. Use SOP L2 Letter lettered lists like this when multiple small steps are required to complete a single step of the process. Steps at this level could be used, for example, for SR task governance.
3. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

*Note: The SOP L2 Note style is for when you want to add a note. It's not perfect, so remember to format the word Note in italics and the note in regular text.*

### 5.4 Continue to use SOP L2 formatting for other major conceptual chunks of a process.

#### 5.4.1 Please also use subsections headers for multipart processes – Use SOP L3 Style for second decimal place headers

1. Use SOP L3 Steps style for steps at this level.

*Note: The SOP L3 Note style is for when you want to add a note to L3 content. It's not perfect so remember to format the word Note in italics and the note in regular text.*

- This is another SOP L3 Bullet

### 5.5 This is a test

#### 5.5.1 More test

## 6. Version History

Version No.	Completion Date (MM/DD/YYYY)	Summary of Changes	Writer	QC (including testing)	Lead Approval
1	Click or tap to enter a date.				
	Click or tap to enter a date.				
	Click or tap to enter a date.				