**Approvals**

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Biotech Technician DD Month YYYY

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Biotech Supervisor DD Month YYYY

1. **Purpose**
* Briefly describe the purpose of this procedure
* Why is the SOP being written?
* What is the goal?
* For example- “The purpose of this SOP is to*”*
1. **Scope and Applicability**
* Describe the limits to the use of this procedure and any organization or regulatory requirements
* What the procedure applies to
* Who needs to follow the SOP
* For Example- “This SOP applies to all students in Biotechnology Classes at BCCC”
1. **Responsibilities**
* Describe the roles of the persons performing the SOP and what they are responsible for
* Include the roles that management (supervisors) might have in the implementation of the procedure
* It is the responsibility of the course instructor/lab assistant to ensure that this SOP is performed as directed and to update the procedure when necessary”
* It is responsibility of the course instructor/lab assistant to ensure that this SOP is performed as directed and to update the procedure when necessary**”**
* List special qualifications such as certifications or training that are required
1. **Reference**
* A list of references or other documents required to complete the task should also be included as well as any forms or calculations necessary for completion of the task
* List all documents, manuals, protocols, and procedures that were used to prepare the SOP May include published papers, laboratory notebook entries (including identifying numbers and pages), instrument user manuals, diagram
* For Example- OHAUS PIONEERTM  Instruction Manual, “Global Manufacturing Curriculum Laboratory Manual”
1. **Definitions**
* Define terms, acronymns, and abbreviations used in the procedure
* For example – “P-20 – pipet that delivers volumes of 2 L to 20 L accurately”
1. **Precautions-Hazard Communications**
* Describe hazards associated with the equipment or reagents and how to protect themselves from dangers**.** of the procedure
* List required personal protective equipment
* Describe any activities that could result in equipment damage, degradation of sample, or possible invalidation of results
1. **Materials**
* List all the materials, reagents and equipment used in the procedure
* For instruments -identify instrument manufacturer, model number
* For chemicals-identify manufacturer, lot number, expiration date, and storage condition
* For prepared reagents (e.g. buffers)-record identity, preparation date, expiration date, and storage condition
1. **Procedures**
* Describe in detail how to perform the task or procedure
* Include enough detail to guide the user but not leave enough flexibility that the user is not restricted
* Use numbers for steps and sub-steps that have to be performed in specific sequence
1. **Associated Forms/Attachments**
* List any forms or supporting documents that are necessary to perform the procedure
1. **History**

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| --- | --- | --- | --- |
| Revision | Reviewer | Date | Revision Number  |
|  | Biotech Supervisor  | DD Month YYYY | 1. Initial Release
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