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| --- | --- |
| Title: | Standard Operating Procedure/Safe Work Practice Template |
| Issue Date:  | MNTH DD, YYYY (e.g. Sept 15, 2013) |
| SOP# | SOP-DEPT-SRNM-### (DEPT is one of: CHEM, BIOL, GEOL, PHYS, ENVS, GEOG, MATH, PSYC, COMP, DENG) (SRNM – “author surname” = 4 letter abbreviation chosen, for example: Smith could be chosen to be SMTH) (### is a running tracking number: 001, 002 ... etc.) |
| Revision # | 1 |

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Author of this Revision: Date:

First Name, Last Name, Title (i.e Ph.D)

Role (ie. Professor, Department of Biology)

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Reviewed by: Date:

First Name, Last Name, Title

Role

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Approved by: Date:

First Name, Last Name, Title

Role

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Authorized by: Date:

First Name, Last Name, Title

Role

1. **Purpose**:
2. **Scope**:
3. **Responsibilities**:
4. **Health, Safety and Environmental Considerations**: [Detail any specific hazards or safety precautions to be taken.]
5. **Equipment and Supplies**:
6. **Terms and Definitions**:
7. **Procedure**:
8. **References**:
9. **Applicable regulations and/or legislation**:
10. **Revision History**:

Notes to authors: The headings above are the minimum required for sake of consistency. If a heading does not apply, simply write “Not applicable” or “None” where appropriate. Please feel free to add more and/or subsections as necessary.