# SOP Template

Version #1.0

Approved by: @Name

Date:

# Purpose

Include a simple statement regarding why you are writing this document. It may also be helpful to describe the purpose of the subject matter in the SOP.

# Scope

This describes to whom or under what circumstances (or both) the document applies.

# Definitions/Acronyms

- · First term: Definition of first term.
- Second term: Definition of second term.

# Procedures

Describe the process in detail using flow charts and/or hierarchical checklists.

Step 1:

Step 1.1:

Step 1.2:

Step 2:

# Related resources

Include references and links to relevant materials which may be helpful for executing the process.

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