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| SOP Title**:** | |
| SOP #: | Date Initiated: |
| Approved by: | Date Last Revised: |
| Author: | Date Last Reviewed: |
| Laboratory Section: | Date Next Review Due: |

**A. PURPOSE (**Major categories A-H capitalized and bold, Font Times New Roman 12)

The purpose of this standard operating procedure (SOP) is to describe the procedures required to…

**B. DEFINITIONS**

* Bullet point (Subcategories in lowercase font)

**C. SAFETY PRECAUTIONS**

* Bullet point

**D. EQUIPMENT AND MATERIAL REQUIRED**

1. Each item to be listed in number format.
2. 10% Bleach solution in discard container
3. 1 and 10 μl disposable loops
4. Paper towels
5. Sample type
6. Etc…

**E. PROCEDURES**

1. **Each step of procedure to be listed in number format with bold font.**
   * Further description of step in regular font bullet as following example:
2. **Preparation**
   * Label all plates and slants with Case History Number, isolate designation and date.
   * Inspect all unused media for signs of contamination and discard if present.
   * Etc…
3. **Primary culture from tissue:**
   * Remove a 1 or 10 μl loop from package so as not to contaminate the loop by touching to any surface prior to obtaining primary sample.
   * Insert the loop into the target tissue without touching or contaminating loop with non-target tissues.
   * Etc…

**F. QUALITY CONTROL**

1. **INTERPRETATION**
2. **ASSOCIATED DOCUMENTS/REFERENCES**
   * 1. Other SOP’s
     2. AFS-FHS Bluebook
     3. Other reference if applicable
3. **REVISION HISTORY**

SOP-123.1 is a new document if this is the first draft.

1. **APPENDICES**

Not Applicable, or attach relative appendices.