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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. 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.