

**STANDARD OPERATING PROCEDURE**

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| **Division/Department:** | | **SOP No.:** |
| **Effective Date:** | | **Revision(s):** |
| **Subject:** | | |
| **Authority:** | | |
| **Purpose:** | | |
| **Signature of Approving Authority** |  | |
| **Related References** |  | |

1. **Procedural Statement and Purpose**
3. **Definitions**
4. **Procedures, Approvals/Responsibilities**

**Instructions:**

* **All SOPS shall be in the format of this template.**
* **All SOPS must be reviewed pursuant to the Policy on Policy UP-01-01.**
* **A link to Internal Operating Procedures must be included on the Unit’s website.**