

Proc. code (e.g. HR.01.00)	Procedure Subject/Name [e.g., FAMILY ILLNESS LEAVE]
Owner/Contact Information:	[e.g., Human Resources, ext. 3-0358]
Effective Date:	[Insert date approved; e.g., January 17, 2015]
Last Revised/Reviewed:	[e.g., Revised January 25, 2016 or Reviewed January 25, 2016]
Related Policies:	[Put Hyperlinked Policy or Policies Here]

1. PURPOSE/INTRODUCTION

Why is this Standard Operating Procedure (SOP) important and why was it created? What does it apply to? Who does it apply to? Who does it not apply to (if necessary or helpful).

2. DEFINITIONS

As you write your SOP you should add words and acronyms that will be used throughout your SOP that all readers may not be familiar with. This is helpful for you and the reader. You can use language that the reader/user may need to become familiar with and terms that you usually use while educating the reader at the same time.

Example:

SOP: Standard Operating Procedures – The most used and agreed upon procedures for specific tasks, situations or processes.

3. Procedural Steps

- 3.1 – XXXXX
- 3.2 - XXXXX
- 3.3 - XXXXX
 - 3.3.1 - XXXXXX
 - 3.3.2 – XXXXXX
- a.
- b.
- c.

This should be a detailed step by step and/or paragraph explanation of the subject. Choosing what subject is covered first is very important in order to have a logical and easy to follow SOP. Think about what your first step would be and then think about what someone who has no knowledge of the subject would need to know to get started. Please utilize the numbering examples above to number sections in your SOP. SOPs can have the same order of sections: 1.0 Purpose/Introduction, 2.0 Definitions, 3.0 Procedural Steps, 4.0 Charts/Graphs/Forms, etc. Each section can be divided in subsections, sub- subsections and letters (e.g. 3.1, 3.1.2, a.b.c). When explaining a process using visuals such as tables, hyperlinks to resources, bulleted lists, flowcharts, etc. to give the reader a clearer description is encouraged in the SOP. However, it is important not to link the reader to so many other sources that it repeatedly takes them away from the SOP.

4. CHARTS/GRAPHS/FORMS [\[Put Hyperlinks or Attachments Here\]](#)

Revision #	Subsection#	Summary of Changes	Approval Date
RA01.01	3.A	Eliminate printing hardcopy for files	1/12/2016
RA01.02	4.B.i	Add Department Head approval after Business Officer approval in workflow	6/27/2018