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| STANDARD OPERATING PROCEDURE |
| |  |  | | --- | --- | | **Title: Title of the procedure to be performed** | | |  |  | | **Version #:** | **Author:** | | **Date:** |  | |

# Purpose

The purpose of this document is to

# Scope

This procedure may be used to

# Responsibilities

It is the responsibility of person(s) performing this procedure to be familiar with laboratory safety procedures. The interpretation of results must be done by a person trained in the procedure and familiar with such interpretation.

# Equipment

* Describe specialized equipment required to perform the procedure.

# Materials

* List materials needed to perform the procedure.

# Reagents

* List special reagents needed to perform the procedure.

# Solutions

* List solutions that should be prepared prior to the procedure.

# Procedure

1. List each step of the procedure in a numbered or outlined fashion. Additional comments, descriptions, or pictures for critical or difficult steps are helpful.

# Referenced Documents

List any publications or documents referenced in the SOP.