**STANDARD OPERATING PROCEDURES – (name of group who developed SOP)**

**COLORADO STATE UNIVERSITY**

**Title: The title should be descriptive of the procedure’s content.**

**Version:** **1.0** (Unique identification number/letter code) **Effective Date:** **YYYYMMDD**

**Approval:** NAME **Date: YYYYMMDD**

**Biosafety Approval:** NAME **Date: YYYYMMDD**

**Final Approval:** NAME **Date: YYYYMMDD**

**Applicable To** (List of all people the SOP is applicable to)

… …

**Purpose** (State the objective of a procedure including additional background information and limitations)

… …

**Safety Considerations (Risks)** (Identify unique risks and mitigation steps specific to the procedure)

… …

**Equipment** (List equipment to be used in the procedure, include any special instructions about its use)

… …

**Materials** (List materials to be used in the procedure)

… …

**Procedure** (Describe the procedure in a step-by-step, chronological manner)

… …

**Definitions** (As needed)

… …

**References** (Traditional references as needed. SOPs necessary to fulfill the requirements for this SOP.)

… …

**Appendix** (As needed)

… …

**Revisions** (Newly added material or material that has been edited in the SOP)

… …