**Standard Operating Procedure**

**Task:** <<Task Title>>

**Created by:** <<Name>>

**Date:** <<Date>>

**Revision Date (Author):** <<Date (Author)>>

**Background:**

* <<Describe relevant background information. Why is the procedure important? Are there theoretical aspects of operation that are important to summarize before carrying out the procedure?>>

**Training Requirements:**

* <<Bulleted list of training requirements. Lab safety training should be included in all lists.>>

**Potential Hazards:**

* <<Bulleted list of potential hazards>>

**Special PPE Requirements:**

* <<Bulleted list of PPE requirements beyond standard nitrile gloves, goggles, long pants and closed-toed shoes.>>

**Materials Needed:**

* <<Bulleted list of any materials required for the procedure.>>

**Procedure:**

1. <<Numbered step-by-step, detailed standard operating procedure.>>
2. <<Photographs, figures, schemes, and screen captures are encouraged.>>
3. <<Include important notes in bold, as a new sentence. **Note**: these sorts of notes can be very helpful.>>
4. <<Include potential hazards or pitfalls in bold, as a new sentence. **Caution**: the procedure may pose a specific hazard. A brief explanation of the origin of the hazard can be helpful.>>

**References and Related SOPs:**

* <<Bulleted list of external references to books, articles, websites, or closely related SOPs that will provide additional information.>>