

**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**
	1.
2.
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.**