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| --- | --- | --- | --- | --- |
| **Standard Operating Procedure** |

|  |
| --- |
| **Procedure Type** |
|[ ]  DFA Procedure |
|[ ]  Unit-Specific Standard Operating Procedure |

 |

|  |  |
| --- | --- |
| **Topic:** |  |
| **Functional Area(s):** |  |
| **Responsible Officer(s):** |  |
| **Project Sponsor:** |  |
| **Last Revised Date:** | Click or tap to enter a date. |

**I. Purpose**

*State the objective or reason for the procedure. (e.g., “The purpose of this procedure is to…(define/describe/identify/provide/outline/establish) (guidance/guidelines/requirements) for: “)*

**II. Definitions/Acronyms**

*Add definitions/acronyms that are procedure specific or assist in clarifying the procedure.*

|  |  |  |
| --- | --- | --- |
| Acronym | Term | Definition |
|  |  |  |
|  |  |  |
|  |  |  |

**III. Roles**

*List authorities and responsibilities for all personnel who use the procedure.*

|  |  |
| --- | --- |
| Role | Responsibilities  |
|  |  |
|  |  |
|  |  |

**IV. Procedure**

*List/describe the activities necessary to complete a process (e.g., process map, flow chart, swim lane, etc.), including who, what, when, and how.*