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| TITLE: Template SOP | SOP NO.: T001 |
| EFFECTIVE DATE: 10/27/2020 | REVISION NO.: 00 |

1. **PURPOSE** 
   1. Describe purpose of SOP
2. **RESPONSIBILITY**
   1. Describe the responsibilities of all parties involved.
3. **MATERIALS AND EQUIPMENT**
   1. Describe all materials and equipment required for proper SOP execution.
4. **DEFINITIONS**
   1. Define any acronyms or technical language such that writing is clearly and easily understood.
5. **PROCEDURE**
   1. Describe in clear detail the proper execution of standard operating procedures. Divide this section into multiple sections as required.
6. **ADDITIONAL RESOURCES**
   1. Add any additional resources such as charts, pictures, forms, etc that may be helpful.