

Prepared for and By: <NAME OF LABORATORY>

STANDARD OPERATING PROCEDURE	
Title: <TITLE OF SOP, INCLUDING METHOD REFERENCE>	
Effective Date:	Number: <DOCUMENT CONTROL NUMBER AND REVISION>
Author: Title:	Signature: Date:
Name:	Signature: Date:
Name:	Signature: Date:
Name:	Signature: Date:
Name:	Signature: Date:

By signing this document, the users of this Standard Operating Procedure have read, understand, and agree to follow the contents stated within.

Any changes made to this document will result in a new revision.

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1.0 SCOPE AND APPLICATION

<include what this test is used for including method reference, example, SM5210B for BOD. Also include what type of samples are analyzed as well as any detection limit>

2.0 SUMMARY OF METHOD

<summarize how test is performed. Many times the method has a summary that can be used>

3.0 DEFINITIONS

<List any definitions that are unique to this test and any definitions that may be helpful to users of SOP>

4.0 INTERFERENCES

4.1 <From the method, it will list what might interfere with test results. List these issues here and how to handle the interference>.

5.0 EQUIPMENT AND SUPPLIES

<List all equipment used and any consumables. Include in the list the part numbers and suppliers. Use the term "or equivalent" in order to not have to re-write SOP if change vendors>

6.0 STANDARDS AND REAGENTS

6.1 <List all chemicals used to calibrate or standardize and how to prepare them, if needed.>

7.0 HEALTH AND SAFETY

Example of Health and Safety Statement:

This analysis involves handling of samples that may contain live microorganisms and therefore pose some threat of infection. Wear clean disposable gloves and wash hands frequently when conducting these tests.

Since this test uses acid and alkaline solutions, always wear proper Personal Protection Equipment: Gloves and ANSI approved safety glasses (Z87)

Use good laboratory practices when working with plant influents and effluents.

8.0 PERSONNEL QUALIFICATIONS

Example

All Laboratory personnel should be skilled in performing these tests. The laboratory personnel should have read, understood and agreed to follow the procedures in this standard operating procedure (signature attestation) as well as having method standard controls within specifications (see section 13)

9.0 SAMPLE COLLECTION, PRESERVATION, SHIPMENT, AND STORAGE

<give details on how to collect sample, if it requires chemical preservation, how to store it, and what the holding time is for the sample>

10.0 CALIBRATION AND STANDARDIZATION

<List any procedure to calibration with standards or a standardization, such a pH standardization with buffers. Give details as to do the process, such as how to operate the equipment>

11.0 SAMPLE PREPARATION

<Give details on how to prepare samples>

12.0 SAMPLE ANALYSIS

<Step by step details on how samples are analyzed>

13.0 QUALITY CONTROL

<Detail all of the quality control items necessary for the method. This is where the 12 quality elements would be defined and also where it would be stated if any of the elements were not applicable to the method in question>

14.0 DATA ANALYSIS AND REPORTING

<Detail any calculation, how to interpret data, how to reduce data in order to report it, and how to report it specifically for your facility>

15.0 PREVENTATIVE MAINTENANCE

<from manufacturer manuals and method, detail any maintenance and schedule for the equipment>

16.0 REFERENCES

List all methods or method manuals or equipment manuals where content was taken. Below are examples:

16.1 *Standard Methods for the Examination of Water and Wastewater*, 21th edition. 2005. American Public Health Association. 800 I Street, Washington, DC 20001-3710.

16.2 YSI Operations Manual, 5000/5100 DO Meter.

16.3 HdQ Portable Meter User Manual, May 2009, Edition 1. Hach Company.

16.4 *Standard operating Procedure for the Analysis of Biochemical Oxygen Demand in Water*. United States Environmental Protection Agency. Region 5 Central Regional Laboratory. 536 South Clark Street (ML-10C), Chicago, IL 60605. January 4, 2000.

17.0 TABLES AND APPENDICES

List any tables or scanned tables that might be handy for the users of the method.