**General SOP**

**Standard Operating Procedure Template:**

**[REMOVE THIS PAGE BEFORE SUBMITTING.]**

**\*\*\*SOP must be reviewed and accepted before work begins.\*\*\***

**INSTRUCTIONS:**

* **Before generating a new SOP, Division of Water (DOW) staff must be familiar with the procedures described in SOP-QUAL-802\_SOP-on-SOPs.**
* **[Text in brackets] provides instructions for completing the section, or example text that can be adapted to fit the needs of the procedure. This is not boilerplate language. You should plan to add text that is appropriate to your procedure.**
* **Text that is only appropriate for DOW staff is indicated with an instructions comment.**
* **Replace highlighted text in header with assigned document name and appropriate dates.**
	+ Note that the document naming convention provided is only appropriate for DOW staff. Document names for DOW SOPs are assigned by the Quality Assurance Officer.

New York State Department of Environmental Conservation

**Division of Water**

Standard Operating Procedure:

**Insert Title**

**Effective Date: YYYY-MM-DD**

**Review by: YYYY-MM-DD**

**Prepared by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **[Staff Name, Title]**

**Approved by:**  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **[Staff Name, Quality Assurance Officer]**

SOP Update Log1

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| --- | --- | --- | --- | --- |
| Prepared/Revised By: | Date | Approved By | Revision No: | Summary of Changes |
|  |  |  | [V21-1] | Origination |
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*1 ‘Nonsubstantive changes’ includes updating references, correcting typographical errors, and clarifying certain language to make the document more useful and effective.*

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# Scope and Applicability

This standard operating procedure (SOP) covers

## [Describe the intent of this SOP, including any organization or regulatory requirements. Describe any limits to the use of the procedure.]

## [Indicate how the SOP will apply to DOW programs.]

## [Ex. This SOP is to be followed unless project objectives or physical conditions make it inappropriate. In such a case, the exact procedures followed, or deviations from the SOP must be documented. A log of changes will be maintained for possible incorporation into future updates to this SOP.]

# Summary of Method

## [Briefly summarize the procedure.]

# Definitions

## [Identify and define any acronyms, abbreviations, or specialized terms used.]

# Health and Safety Warnings

## This standard does not address all safety concerns associated with the ….The reader is referred to the Division of Water’s [Health and Safety Program](https://nysemail.sharepoint.com/sites/DECInSite-DOW/SitePages/HealthandSafety.aspx) and to follow the appropriate health and safety practices covered there in.

## [Indicate operations that could result in personal injury, and explain what will happen if the procedure is not followed or is followed incorrectly.]

## [Ex. Safety is more important than the task. If for any reason conditions are considered unsafe, suspend activity and leave the site.]

## [Ex. Be familiar with all pertinent Material Safety Data Sheets (MSDS) before using any cleaning reagents or chemicals.]

# Cautions

## [Indicate activities that could result in equipment damage, degradation of sample, or possible invalidation of results.]

## [Ex. When handling chemical reagents, work in a well-ventilated area.]

## [Ex. Wear and maintain assigned/appropriate personal protective equipment.]

## [Ex. Always wash hands after handling sampling equipment and before eating or drinking.]

# Interferences

## [Describe any component of the process that may interfere with the accuracy of the final procedure.]

# Personnel Qualifications and Responsibilities

## [Describe the minimal experience the user should have to satisfactorily complete the task, including potential training and certifications. List the appropriate responsibilities for staff.]

## [Ex. All staff responsible for XXXXX shall be familiar with the procedures outlined in this standard, the Quality Assurance Plan for the sampling project and the DOW [Health and Safety Program](https://nysemail.sharepoint.com/sites/DECInSite-DOW/DOW%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FDECInSite%2DDOW%2FDOW%20Documents%2FDOW%20HASP%2Epdf&parent=%2Fsites%2FDECInSite%2DDOW%2FDOW%20Documents) prior to conducting XXXX.]

# Equipment and Supplies

## [List and specify, when necessary, the equipment and materials required to complete the procedure. For administrative SOPs, this section can be used to list resources and references required to complete the procedure.]

# Procedures

## [Identify all pertinent steps, in order, and the materials needed to complete the procedure.]

# Data and Records Management

## [Include calculations, forms to use, reports to create, or data and records storage. It is important to document specific file paths (e.g., L:\DOW\BWAM Share) or Microsoft Teams locations to ensure that data and records are easily accessible in the future. If final documents will be stored in CEDR, please indicate that Internal Guidance Procedure IGP-1: Centralized Electronic Document Repository will be followed, and specify the file location within CEDR.]

# Quality Assurance/Quality Control

## [Describe any QA/QC measures/steps relevant to this procedure. This may include verification or validation of products produced following the procedure outlined in the SOP.]

## [Ex. The objective of this quality assurance methodology is to establish and maintain standards that will ensure the integrity of XXXXX.]

## This SOP will be reviewed and reinstated at least every two years.

# References

## NYSDEC, Division of Water, 2022, [Health and Safety Program](https://nysemail.sharepoint.com/%3Ab%3A/r/sites/DECInSite-DOW/DOW%20Documents/DOW%20HASP.pdf?csf=1&web=1&e=zIUfXT).

## NYSDEC, Division of Water, internal website, [Standard Operating Procedures](https://nysemail.sharepoint.com/sites/DECInSite-DOW/SitePages/Quality-Assurance.aspx#dow-standard-operating-procedures-(sops))