1. **Purpose**

Instruction: Include a simple statement regarding why you are writing this document. It may also be helpful to describe the purpose of the subject matter in the SOP

1. **Scope and Responsibility**

Instruction: This describes to whom or under what circumstances (or both) the document applies.

1. **Definitions**
	1. Instruction: If the definition is standard (accepted throughout the Industry) and published, cite the publication (or website).
2. **Policy**
	1. Instruction. Succinctly state the policy related to this topic. Do not go into the details of how this will be implemented.
3. **Procedures**
	1. Instruction. Outline step by step how this policy will be implemented.
		1. Sub-step 1
		2. Sub-step 2
	2. Step 2 of the procedure
	3. Step 2 of the procedure
4. **References**
	1. Any references – include links if available
5. **Appendices**
	1. List any associated templates
	2. List any associated logs

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| --- | --- |
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| **Approved by:** | AVP, Research Compliance  |
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