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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