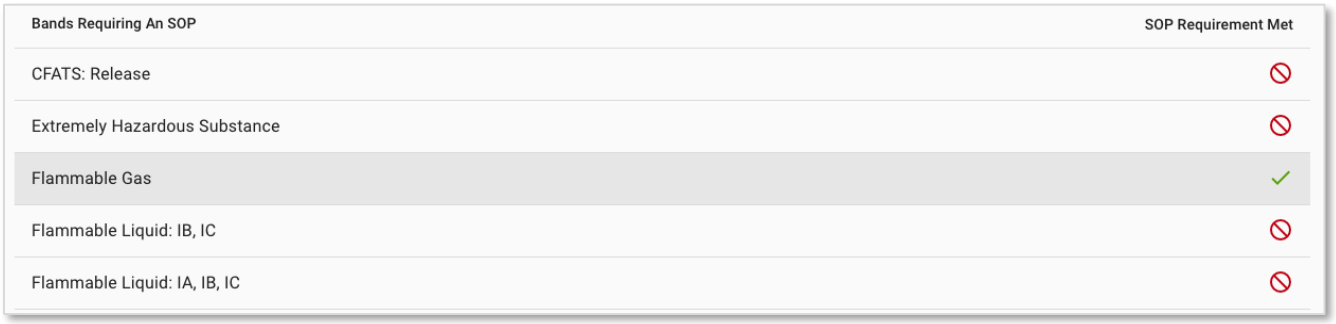
Standard Operating Procedure (SOP)

Getting Started

- We recommend using **Google Chrome** when completing your Standard Operating Procedure.
- In order to create a Standard Operating Procedure (SOP) for your lab, a chemical inventory is required.

How to Find which Chemicals or Chemical Bands require SOPs

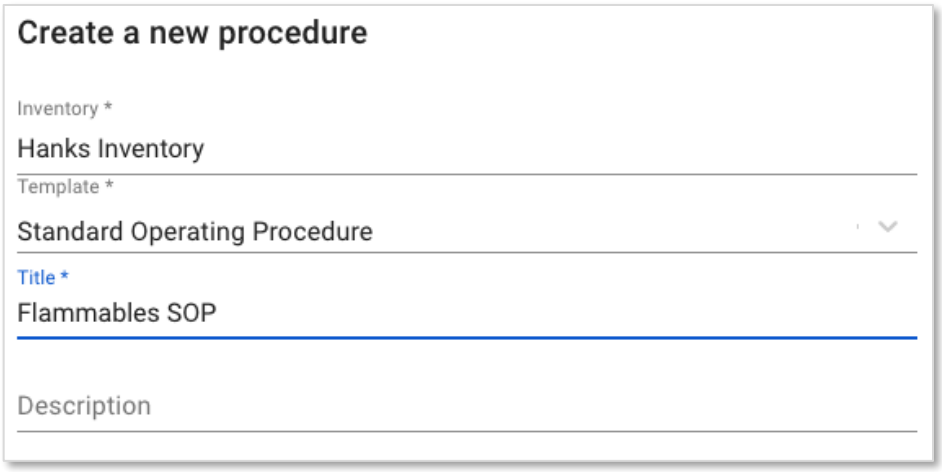
- Select Inventory SOPs from the Chemicals homepage
  - Then, select **SOP Requirements** from the ellipsis icon at the bottom right of the page,
  -OR-
- Select **Inventory Summary** from the Chemicals homepage
  - Then, select **SOP Requirements** from the left navigation panel
- The system will list SOP requirements for each chemical band included in the user's chemical inventory. Selecting on a chemical band from the list will display the specific chemicals from the user's inventory that require an SOP.



Creating a Standard Operating Procedure

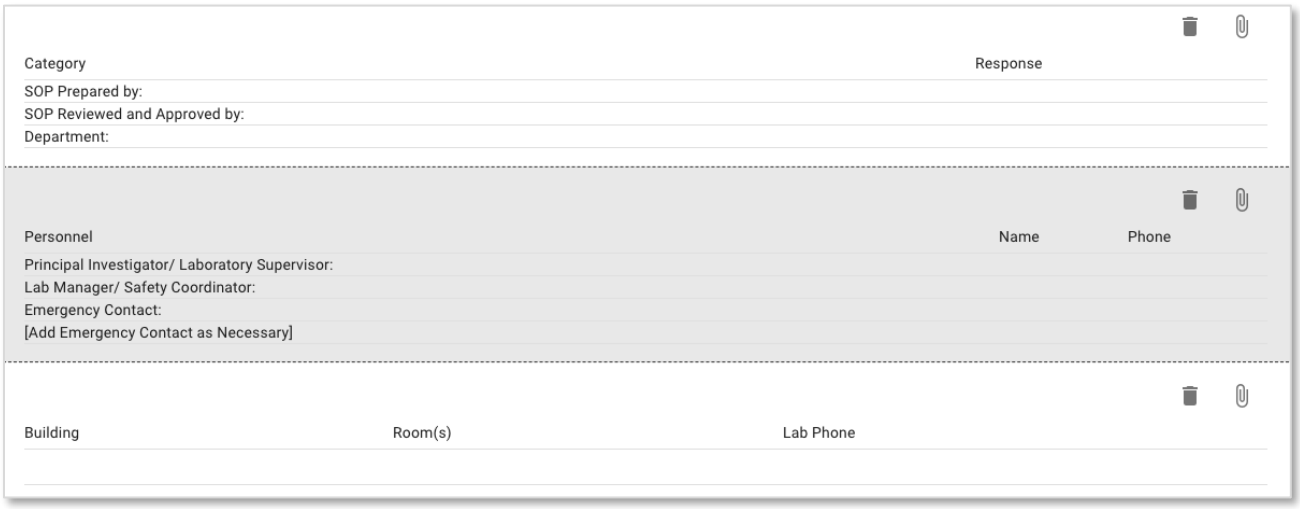
- From the Chemicals homepage, select **Inventory SOPs**
- Select **Create New Procedure** from the ellipsis  at the bottom right corner of the page.
- Input the Inventory, SOP template for the Chemical or Chemical Band you wish to create.
- Enter a **Title** for your SOP. Select **Create.**

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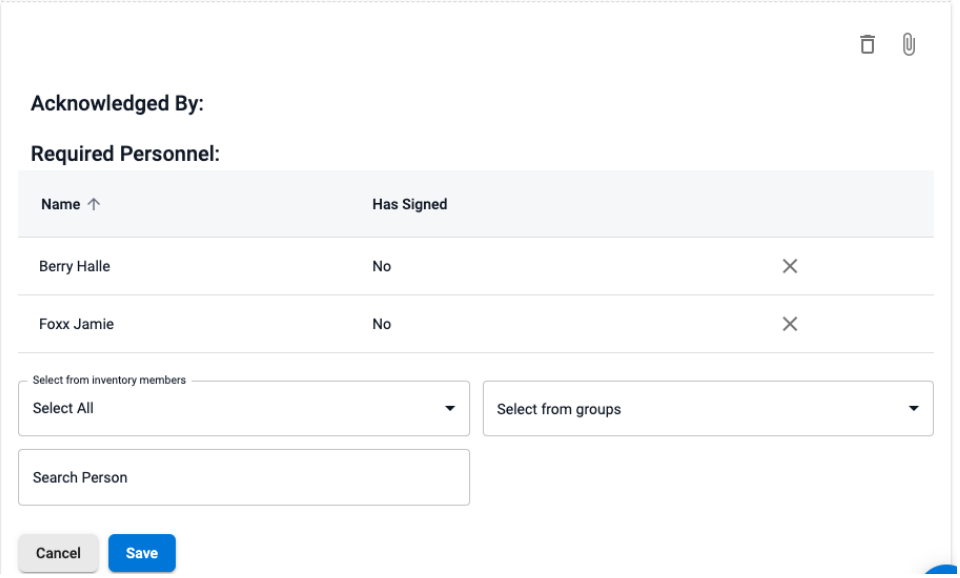
Review and Add Details to the Standard Operating Procedures

- Select **Edit** from the ellipsis at the bottom right corner of the page.
- Read thoroughly and enter information by selecting into the sections.
- When done with each section, select **Save**.



- At the bottom of the SOP, select the **Acknowledged By** section to enter the members of the inventory who are required to review and acknowledge the SOP. The SOP Inventory Owner can 'Select from inventory members' to add members on an individual basis. 'Select from groups' will pull in all the members associated with a group and the SOP owner can remove any members individually by selecting the **X** for that member. The SOP Owner may also 'Search Person' for anyone not associated with an inventory or group, to review and acknowledge the SOP. When done, select **Save.**

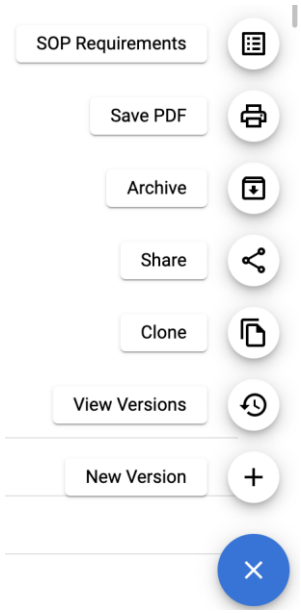
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Acknowledged By:
Required Personnel:
Name
Has Signed
Berry Halle
No
Foxx Jamie
No
Select from inventory members
Select All
Select from groups
Search Person
Cancel
Save

Completing the Plan

- To preview your Standard Operating Procedure or SOP, select **View** from the blue fab icon at the bottom right of the page.
- Select the blue fab icon one more time and select **Ready for Use**. Your SOP is now live.

- Here are a few other options an owner can also use:



- **View Versions:** See past versions of this SOP.
- **Clone**: Creates a copy of the SOP to create multiple SOPs for your inventory.
- **Share**: Generate a link to share a plan with a user by searching them by name or email address.
- **Archive:** Removes the procedure from active use.
- **Save PDF**: Save the SOP as a PDF and print if they wish.
- **New Version:** Make an edit to the original document and the document changes will be tracked

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