

Effective Date: Click or tap to enter a date.

Enter SOP Title Here

## **1.0 Standard Operating Procedure (SOP) Purpose:**

Write 1-4 short sentences to define the purpose.

## **2.0 Procedure:**

**2.1** Start stating the procedure(s). Use subsections if the SOP requires multiple sections for clarity.

## **3.0 Definitions:**

**3.1** Using plain language, clearly define the term. If you have no definitions, write N/A.

## **4.0 Responsibilities:**

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

**Office of Human Resources:** State what will be ensured.

**University of Houston-Downtown:** State what will be ensured.

## **5.0 Related Information:**

The following information complements and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws, and requirements.

### **5.1 Related University Policies:**

- Enter any related university policies or enter N/A

### **5.2 Related SOPs:**

- Enter any related SOPs here or enter N/A.

### **5.3 Related Forms:**

- Enter any related forms or list N/A.

## **6.0 SOP Owner and Contact**

**6.1 SOP Owner:** Enter first and last name.

**6.2 SOP Approved by:** Enter first and last name.

**6.3 Contact Information:** The position title and/or the operating unit or department that are subject matter expert(s) and can answer most questions or direct individuals to other resources, as appropriate.

- Email: Enter work email.
- Telephone: Please enter work number in format: XXX-XXX-XXXX

## **7.0 SOP History**

**7.1 SOP Issue Date:** The oldest known approval date of the SOP; if unknown or a new SOP put: Pending Approval. Use MM/ DD/ YYYY for all dates.

**7.2 SOP Effective Date:** Click or tap to enter a date.

**7.3 SOP Update/Review Summary:**

Briefly document changes from last SOP. Put N/A if this is a new SOP.