

SOPs: Worth the Effort?!

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Three Purposes for SOPs:

1. Preserve the correct procedure

- get it written down!



Three Purposes for SOPs:

1. Preserve the correct procedure

- get it written down!
- protect it!
- SOP control belongs to management

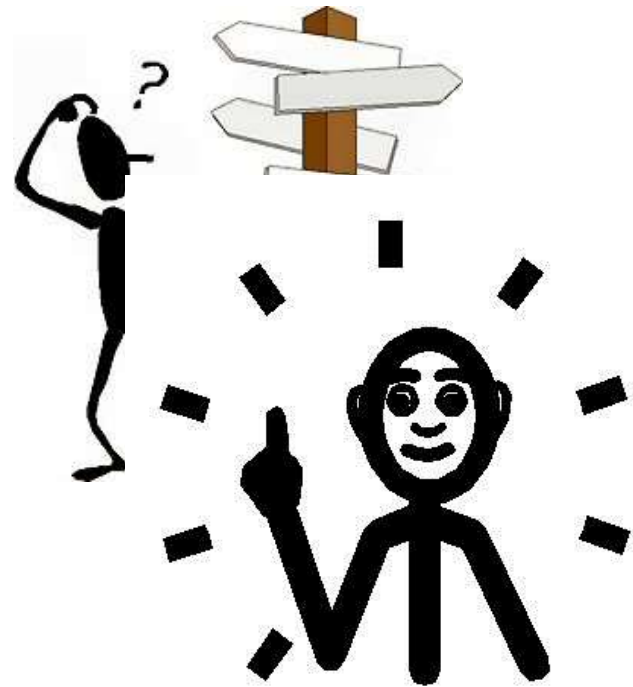


Three Purposes for SOPs:

1. Preserve the correct procedure

2. Facilitate training

- read SOP
- you watch me
- I watch you
- follow the SOP!



Three Purposes for SOPs:

1. Preserve the correct procedure
2. Facilitate training
3. Set policy

- “Don’t let the **po-po**
say **no-no!**”



Features of a Good SOP

a. detailed

- all necessary info
- exactly!
- step-by-step

**An investment worth
the effort!**



Features of a Good SOP

a. detailed

b. current

- revise
- reissue
- retrain
- retrieve



Features of a Good SOP

- a. detailed
- b. current
- c. items



Items in a Laboratory SOP:

- 1. Title, Date, Version**
- 2. References**
- 3. Application**
- 4. Discussion**
- 5. Summary of Method**
- 6. Sample Handling**

- 7. Interferences**
- 8. Equipment**
- 9. Safety**
- 10. Chemicals and Reagents**
- 11. Preparation of Standards**
- 12. Procedure**
- 13. Calculations**
- 14. QA/QC**

15. Reporting
16. SOP Control



SOPs are the most useful when...

...EVERYONE sees them as

IMPORTANT !!!

- detailed, current, protected
and followed

