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Author of latest version:

Authorizer: Christopher Moskaluk, LCBRN Principal Investigator

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Purpose

To set forth the procedures to create, revise and deploy a standard operating procedure (SOP) for the LCBRN.

Responsibility

Any LCBRN member may initiate a request for the creation of a new SOP, or revision of an existing SOP. The LCBRN Network Manager or the Principal Investigator of the LCBRN Coordinating Center will take on or assign authorship duties. The PI of the LCBRN Coordinating Center has final authorization responsibilities for all LCBRN SOPs.

Equipment/Reagents

Personal computer with internet access.

Procedure

1. A request for a new SOP, or edits to an existing SOP, is directed to the LCBRN Network Manager and/or the LCBRN Principal Investigator.
2. The LCBRN Network Manager or PI will take on or assign SOP authorship responsibilities.
3. Final authorization of the SOP will rest with the LCBRN PI, though input may be sought from the general LCBRN membership.
4. All new or revised SOPs will use the most recent version of the LCBRN template file.
5. A digital file of the approved SOP will be placed at the LCBRN Coordination website (hosted at <https://collab.itc.virginia.edu/portal>) in the Resources > Standard Operating Procedures folder. The SOP file name will contain the SOP number and a short descriptive title. In the case of a revised SOP, the title name will contain the SOP number, followed by a dash, then the version number (example: LCBRN SOP 1-2).
6. In the case of a revised SOP, the change history will be recorded in the revision. The file of the older version will be placed in the “Archives-SOP” folder at the LCBRN Coordination website.
7. Update the spreadsheet file “LCBRN\_SOP\_list” found in the Standard Operating Procedure folder at the LCBRN Coordination website.
8. The LCBRN membership is advised of the new or revised SOP by the Network Manager or the Coordinating Center PI by email or at the next LCBRN coordination conference call or meeting.

**Change History**

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| Version # | Significant change(s) | Author | Effective Date |
| 1 |  | C. Moskaluk | 12/1/2010 |