1. **Purpose**
   Briefly describe the intent of the SOP

2. **General Information**
   What is the policy and why is it place?

3. **Equipment/Materials**
   List and detail materials and equipment needed to complete procedure.

4. **Procedure**
   Detail the procedure completed.

5. **Safety**
   What precautions should be taken to complete this procedure safely?
   Who should be contacted if something goes wrong?

6. **Potential Complications and Troubleshooting**
   What are some common problems that arise and what steps can be taken to fix them?

7. **References**
   List the references used to generate the SOP.

8. **Revision History**
   List the changes made during the most recent revision, as well as the reasons for the changes.