General SOP

Standard Operating Procedure Template:

[REMOVE THIS PAGE BEFORE SUBMITTING.]

SOP must be reviewed and accepted before work begins.

Commented [SZM(1): *** Department of Environmental Conservation (NYSDEC) Division of Water (DOW) staff Please see DOW QAMP for review and approval requirements.

PURPOSE:

- ❖ **Text highlighted yellow is provides example text or direction. This is not boilerplate language. You should plan to add text that is appropriate to your procedure.**

- ❖ **Text highlighted red is only appropriate for DOW staff.**

    o Note that a portion of the header is only appropriate for DOW staff.

New York State Department of Environmental Conservation

Division of Water

Commented [SZM(2): This text is only appropriate for DOW staff.

Standard Operating Procedure:

Insert Title
Insert Date

Prepared by: _____   **Date:** _____

Approved by: _____   **Date:** _____

SOP Update Log[1]

Prepared/Revised By:	Date	Approved By	Revision No:	Summary of Chang
			V21-1	Origination

[1] *'Nonsubstantive changes' includes updating references, correcting typographical errors, and clarifying certain language to make the document more useful and effective.*

1. Table of Contents

2. Scope and Applicability

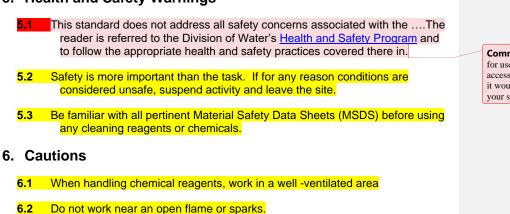This standard operating procedure (SOP) covers

2.1

2.2

2.3

2.4   This SOP is to be followed unless project objectives or physical conditions make it inappropriate. In such a case, the exact procedures followed, or deviations from the SOP must be documented. A log of changes will be maintained for possible incorporation into future updates to this SOP.

2.5   This SOP is applicable to the following DOW programs:

    2.5.1   List programs here

> **Commented [SZM(4):** Only for DOW use to ensure DOW programs that utilize the SOP are consulted when updates are made.

3. Summary of Method

3.1

4. Definitions

4.1

5. Health and Safety Warnings

5.1   This standard does not address all safety concerns associated with the ….The reader is referred to the Division of Water's Health and Safety Program and to follow the appropriate health and safety practices covered there in.

> **Commented [SZM(5):** This language is only appropriate for use in DOW internal SOPs. External partners do not have access to DOW's Health and Safety materials, and therefore it would be inappropriate to reference them. Please reference your specific organization's Health and Safety program.

5.2   Safety is more important than the task. If for any reason conditions are considered unsafe, suspend activity and leave the site.

5.3   Be familiar with all pertinent Material Safety Data Sheets (MSDS) before using any cleaning reagents or chemicals.

6. Cautions

6.1   When handling chemical reagents, work in a well -ventilated area

6.2   Do not work near an open flame or sparks.

6.3 Wear and maintain assigned/appropriate personal protective equipment

6.4 Always wash hands after handling sampling equipment and before eating or drinking

7. Interferences

8. Personnel Qualifications

8.1 All staff responsible for XXXXX shall be familiar with the procedures outlined in this standard, the Quality Assurance Plan for the sampling project and the DOW Health and Safety Program prior to conducting XXXX.

> **Commented [SZM(6):** This language is only appropriate for use in DOW internal SOPs. External partners do not have access to DOW's Health and Safety materials, and therefore it would be inappropriate to reference them. Please reference your specific organization's Health and Safety program.

9. Equipment and Supplies

10. Procedures

10.1 General Considerations

10.2

11. Data and Records Management

11.1

12. Quality Assurance/Quality Control

12.1 The objective of this quality assurance methodology is to establish and maintain standards that will ensure the integrity of XXXXX.

13. References

13.1 NYSDEC, Division of Water, 2007, Health and Safety Program.

13.2 NYSDEC, Division of Water, internal website, Standard Operating Procedures

> **Commented [SZM(7):** These references are only appropriate for use in DOW internal SOPs. External partners do not have access to this content, and therefore it would be inappropriate to refer to them in your SOP.