Title: Procedure for Reviewing Standard Operating Procedures

Purpose: To ensure Standard Operating Procedures (SOPs) are reviewed, updated accordingly and documented on an annual basis as part of the overall Document Control Plan for the laboratory.

Procedure:
1. All current SOPs are to be reviewed on an annual basis by the Laboratory Director or the Lab Manager. IT SOPs are to be reviewed by the Laboratory Director or the IT Manager.

2. SOPs may be found on the NAS Server: CLASS Users: CLASS Folder: SOPs or on the CLASS Website, http:141.211.25.97.

3. Review the SOP. If no revisions are necessary, proceed to step 6. If revisions are necessary, make a copy of the SOP and label it as a draft. Then make the appropriate changes to the draft.

4. When the revised SOP has been finalized and approved, open the SOP footer and change the date of the modification, the date of approval and add the initials. Remove the SOP label draft. Refer to the Procedural Worksheet for Disseminating a New or Revised Standard Operating Procedure.

5. Refer to the Procedure to Retire an Standard Operating Procedure in order to appropriately process and maintain the outdated SOP.

6. Access the SOP Log which is located on the NAS Server: CLASS Users: CLASS Folder: SOPs: SOP Log. Enter the date, the title of the SOP, whether the SOP has been revised, approved (if a new SOP) or no modification has been made (i.e., annual review only). If appropriate, enter a brief summary of the changes and the date the SOP was disseminated to laboratory staff.