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| **Standard Operating Procedure (SOP)** |
|  |
| **Number** |  |
| **Title** |  |
| **Effective Date** |  |
| **Review Date** |  |

|  |
| --- |
| **1. Revision History** |
| **Type (Baseline/Revision/ Cancelation)** | **Revision Number** | **Effective Date** | **Description of Changes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| **2. Office of Primary Interest (OPI) and Process Owner** |
| **OPI** | **Process Owner/Title** |
|  |  |

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| **3. Overview** |
| **Purpose** | [Explain the purpose and provide a brief description of this SOP] |
| **Scope** | [Explain the applicability of this SOP to office work. Reference other work processes that relate to this SOP] |
| **Process Metrics** | [Describe the criteria used to determine success (e.g., quantity of reviews, timeliness of delivery, etc.)] |

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| **4. Requirements and Supporting Information** |
| **Requirements** | [Laws, regulations, directives, policies, operational plans, etc., that drive the documentation and execution of SOP] |
| **Related Processes** **(SOPs, Checklists, Work Instructions, etc.)** | [Add, if applicable] |
| **Associated Forms** | [Forms used to execute this SOP] |
| **Other** | [May include unique definitions, required training, etc.] |

| 5. Terms, Acronyms, and Definitions |
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| Term | Acronym | Definition |
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| **6. Process Table** |
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| **Step** | **Responsible Party** | **Action Steps** |
| 1 | [Responsible party] | [What they do – identify step] |
| 2 | [Responsible party] | [What they do (If a decision is made,:If yes* What happens (e.g. – proceed to step 3)

If noWhat happens (e.g. – return to step 1)] |
| 3 | [Responsible party] | [What they do] |
| 4 | [Responsible party] | [What they do] |
|  |  | [Add rows as necessary for each step in the process] |

**7. Process Flow Diagram**

See Attachment.

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| **8. Quality Records (Records maintained pursuant to NNSA SD 243.1)** |
| **Record Name** | **Record Owner** | **Location** | **Retention Period** |
|  |  |  |  |
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| **9. Approval (Signature of Authorizing Official)** |

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Printed Name

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Title

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Signature

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Date

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