

Analytical method SOPs should include:

- A. Title
- B. Scope and application
 - B.1 Analytes
 - B.2 Reporting limits
 - B.3 Applicable matrices
 - B.4 Calibration range
 - B.5 Analysis time
- C. Purpose / Method summary
- E. Reagents and Standards
- F. Apparatus
- G. Sample collection, preservation, containers, and holding times
- H. Safety issues
- I. Procedure
- J. Comments (interference or helpful hints)
- K. QA/QC requirements (QC samples, acceptance criteria, and corrective action)
- L. Calculations
- M. Reporting requirements (units, limits, significant figures, data entry)
- N. References (method source, deviations from method source, and rationale for deviation)
- O. Additional information as appropriate

SOP—Standard Operating Procedure

Updated from CWI lab manual 11/9/05 by Denis Bacon

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