September 25, 2006

Writing of Standard Operating Procedures/ Protocols

Office of Environmental Health and Safety, Northeastern University

Writing of Standard Operating Procedures/Protocols

The idea of having SOP's and protocols is to maintain consistency in the lab. It also helps when showing others how to do experiments that they may not be familiar with. I would like all of the documents to look similar in appearance, so please put the title at the top, add "last updated", and "author", and have sub headings of "required equipment" and "procedure".

Last Updated: September 25th, 2006

References:

If you're taking a protocol from a paper, book, website, instruction manual, please detail that information here.

Required Equipment:

Here you should list all the equipment required for conducting the test/experiment. This includes things like beakers, jars, pipettes, solutions, gloves etc.

If it is required that something be sterile or autoclaved, please also note this here.

Please include part #'s for things where it would be helpful. E.g. I don't need to know the part # for a glove or a beaker! But, if you're running a protocol which requires a chemical, such as mixing vitrogen, or for cell work, which requires a lot of different things, part #'s helps to assure everyone that we're being consistent.

Also, be sure to include safety information here if you're dealing with particularly volatile chemicals, and state if the procedure should be carried out in the fume hood or laminar flow hood. Make sure there is an MSDS on file for any/all chemicals involved.

Procedure:

1) List the procedure here in numerical list form.
2) Make sure your explanations are clear and concise; even though you may do this experiment daily, at some point, someone who has never done this before will read your document and expect to be able to complete the same experiment, and get the same results, as you have.
3) Pictures and/or diagrams can be helpful, so include them if you feel it is appropriate.
4) Make sure you read what you've written, and that it makes sense. Copying things from the manuals for pieces of equipment is OK, as long as it is relevant.
5) Actually print your protocol and try your experiment, following the protocol step by step, to make sure it is accurate.

When you are satisfied with your document, please print a copy for me or someone else to check over, and send me (Suzi) an electronic copy.