

Title: SOP Creation and Maintenance	No: SOP 1.1	Page 1 of 3
Effective Date: 3/21/2011	Revision 0	
	Next Revision Date 3/21/2013	

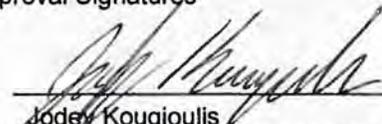
New Mexico Environment Department
Surface Water Quality Bureau

Standard Operating Procedure

for

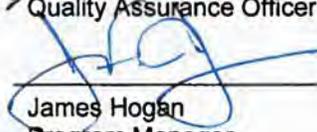
SOP CREATION AND MAINTENANCE

Approval Signatures



Jodey Kougioulis
Quality Assurance Officer / Subject Matter Expert

3/21/11
Date



James Hogan
Program Manager

3.21.11
Date

1.0 Purpose and Scope

The purpose of this procedure is to describe the process for creating, reviewing, organizing and filing SOPs. The scope of this procedure is the SOPs that the Surface Water Quality Bureau (SWQB) uses to conduct its environmental sampling and data validation and verification activities.

The purpose of a Standard Operating Procedure (SOP) is to assure uniformity in the work product. A SOP should be useful both in terms of content and application. It should contain sufficient information to accomplish the task and not contain extraneous information. A SOP should be created or revised whenever it is necessary to document a new procedure or a change to an existing procedure.

2.0 Responsibilities

Personnel who conduct environmental sampling and data validation and verification activities or who supervise those who do may use this SOP.

3.0 Background and Precautions

This SOP is intended to be used as guidance only. Unless expressly stated in the specific SOP or unless the person doing the procedure has approval from their supervisor, all other SOPs must be followed for the procedures that they cover.

4.0 Definitions

Standard Operating Procedure (SOP) – a document that lists the steps that should be completed when doing a task.

Subject Matter Expert (SME) – a person who is familiar with the reason for doing and process for accomplishing a task.

5.0 Equipment and Tools

None.

Title: SOP Creation and Maintenance	No: SOP 1.1	Page 2 of 3
	Revision 0	
Effective Date: 3/21/2011	Next Revision Date 3/21/2013	

6.0 Step-by-step Process Description

Creation or Revision

Subject Matter Expert (SME) or Program Manager	Proposes that a new procedure is needed or that an existing procedure should be modified.
Program Manager	Decides if work should proceed on the procedure, and if so, assigns the task to SME.
SME	As the person most knowledgeable about the procedure, the SME prepares a draft for review.

Review and Approval

Program Manager	Identifies the reviewers, who may include other members of the Bureau or persons external to the Bureau. Reviewers may be assigned responsibility for specific portions or aspects of the SOP.
Program Manager	Ensures that the procedure is correct and complete and that it promotes the goals of the program.
QA Officer	Ensures that the SOP is aligned with the Bureau quality system as described in the QMP and QAPP.
Program Manger, the QA Officer, and in most cases the SME	Document their approval by signing the front page.

Organization

Include a header on each page that includes the title (should be descriptive and brief), the SOP number (for example, SOP 1.1), the page number (number all pages), the revision date, the effective date (no earlier than the last approval signature), and the next revision date (no more that five years after the effective date).

Indicate approval and approval date by signatures from the appropriate Program Manger, the QA Officer and generally one or more SMEs. In some cases, such as for this SOP, the SME may be the Program Manager or the QA Officer.

Generally, do not include a table of contents because the document should be organized stepwise so that a table of contents is not necessary. The SOP should be self-contained so that it is the complete procedure for accomplishing the task. If reference information is necessary, include the information in a footnote, or perhaps listed it in Section 5.0 *Equipment and Tools* because it would be needed to complete the procedure. If there is a reference that applies to all of the SOPs, the reference might be better placed in the Bureau QAPP.

List forms that are needed to complete the tasks in Section 7.0 *Related Forms*. Ensure that the forms are available at SWQB/PUBLIC/MAS Core Documents/Field Sheets and Forms.

Include the sections described below in most SOPs. If nothing applies to a section, indicate "NONE" below the section heading. Include additional sections as necessary.

Title: SOP Creation and Maintenance	No: SOP 1.1	Page 3 of 3
	Revision 0	
Effective Date: 3/21/2011	Next Revision Date 3/21/2013	

- Section One. Purpose and Scope. State the purpose of the SOP. Indicate the scope of the work or tasks that it covers (for example, the collection of water samples for chemical analysis). The scope may be used to expand on the brief title.
- Section Two. Responsibilities. List by title or group the persons who are responsible for implementing the SOP.
- Section Three. Background and Precautions. Provide any background that will make the SOP more useful. Do not include "background information," which, although perhaps interesting, does not contribute to the usefulness of the SOP. Include precautions relating to the use of the SOP, for example: "This SOP for Water Chemistry Sampling is not to be used by Facility Operations Team personnel unless they are accompanied by a qualified MAS Chemistry Team member." Do not include health and safety related precautions in this section, because Section 6.0 *Step-by-step Process Description* will include necessary precautions.
- Section Four. Definitions. Include definitions that make the SOP more useful; particularly define terms that may be easily or commonly confused. Do not define terms or acronyms that are common Bureau knowledge.
- Section Five. Equipment and Tools. List the equipment and tools that are needed to accomplish the task described by the SOP.
- Section Six. Step-by-step Process Description. List the steps that are required to accomplish the task. Write this section as a series of stepwise instructions, using simple imperative sentences. For example, say "Calibrate the sensors in the lab," and not "The sensors shall be calibrated in the lab."

Specify the person who is responsible for doing each step.

Make the instructions clear and complete so that most Bureau personnel could take the instructions and complete the task in accordance with the SOP.

Because the SOPs describe processes, it should be possible to draw a process flow chart. If a flow chart would make the SOP more useful, prepare one.

- Section Seven. Related Forms. List the forms or supporting documents that are needed to complete the task. Ensure that the forms are available at SWQB/PUBLIC/MAS Core Documents/Field Sheets and Forms.
- Section Eight. Revision History. Describe the changes to the current revision, the date and whether the revision was technical or editorial.

Filing and Availability

The Program Manager ensures that the current SOPs are available at available at SWQB/PUBLIC/MAS Core Documents and on the SWQB website. The manager also ensures that SOPs that are not current have been removed. The QA Officer retains a paper copy of both out-of-date and current SOPs.

7.0 Related Forms

None.

8.0 Revision History

Original.