**New Mexico Environment Department**

**Surface Water Quality Bureau**

**Template for Standard Operating Procedures**

**Instructions:** The Word document template for Standard Operating Procedures (SOPs) has been formatted and encompasses all required sections of a SOP. The document should be used as a template for the development of a SOP. The content in *italicized* font provides detailed instructions for the requirements of each section. Content in [blue brackets]should be adjusted to reflect procedures and processes for SOPs, once adjusted change font to black and remove brackets. Content provided in Calibri 11 sized font should be used to aid in the development of the SOP.

If further information is required regarding the development of SOPs, quality assurance or quality control contact the Surface Water Quality Bureau’s Quality Assurance Officer:

Miguel Montoya

Quality Assurance Officer

New Mexico Environment Department

Surface Water Quality Bureau

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