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| --- | --- | --- | --- | --- |
| **STANDARD OPERATING PROCEDURE** | | | | |
| **TITLE:** | *“WRITE CLEAR TITLE HERE”* | | | **VERSION 00** |
| **APPROVED BY:** | | **EFFECTIVE DATE:** | *“PLACE DATE HERE”* | |
| *“PERSON NAME”* | | **REVISION DATE:** | *“PLACE DATE HERE”* | |
| *“OFFICIAL TITLE”* | | **SOP NUMBER** | *“PLACE SOP NUMBER HERE”* | |

**PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to \*\*\*.

**SCOPE (Application)**

These procedures establish the guidelines for \*\*\*\* requirements for all employees of (insert company) when working at \*\*\*\*\*or to meet regulatory requirements established by \*\*\*\*\*.

**REFERENCES**

Insert applicable regulatory codes and/ or policies.

**RESPONSIBILITIES**

*(insert department)* field staff are responsible for \*\*\*\*. The project manager (PM) is responsible for ensuring that field staff know how to \*\*\*\*\*\*.

**DEFINITIONS (TERMS)**

Text Text Text Text \*\*\*.

**HEALTH AND SAFETY**

*(insert department)* personnel must comply with the site-specific health and safety plan or job hazard analysis when performing field work. *If there is a specific H&S concern, highlight it here and reference HASP.*

**EQUIPMENT**

The following equipment is necessary for \*\*\*. Follow the site-specific sampling plan for \*\*\*.

**PROCEDURES**

Text Text Text Text \*\*\*.

**LEVEL 2 HEADING**

Text Text Text Text \*\*\*.

**Level 3 SubHeading**

Text Text Text Text \*\*\*.

**FORMS – WORK INSTRUCTIONS – ATTACHMENTS (diagrams, illustrations, etc)**