Standard Operating Procedure

[CI name or name of SOP]

## Overview

[Briefly describe the purpose of this SOP and when it should be used.]

## Prerequisites (optional)

[Anything that needs to be in place before you can start]

## Procedure

1. [List the steps in the SOP, including steps to confirm that the execution of the SOP was successful.]

## Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Summary of changes |
|  |  |  |  |
|  |  |  |  |