

Safe Science = Good Science
March 8, 2021

Upload SOPs to BioRAFT

Upload SOP documents in the **Document** section of BioRAFT on your **Lab Profile**.

Individuals in your lab can easily access all the SOPs, keep them updated as changes are made to reduce old SOPs being followed.

Review SOPs annually, when changes are made to the process, or as necessary for personnel training and comprehension.

Hands on learning while following the SOP can help facilitate comprehension and can help allow for questions or clarification.

SOPs vary in style for templates check out [TemplateLab](#) for 37 SOP templates.

Lab-Specific Training: SOPs

SOPs

Standard Operating Procedures (SOPs) document the processes and procedures that a laboratory have in place to ensure the safety, procedures, and results are completed consistently every time. At a minimum standard operating procedures provide:

1. **Consistency** – number one reason for procedures is consistency in the way an individual carries out a particular task or activity. The more consistent a process is from person to person, the less chance there will be quality problems.
2. **Reduction of Errors** – a written procedure details a set of instructions for performing a task. As long as each individual within your laboratory performs the task as it is written, there is a greater chance of reducing errors.
3. **Communication** – with improvements made to processes, SOPs are updated, and each update requires new training. Updating SOPs provides a method to communicate the process changes to students, staff, and other lab workers.

Avoid the Telephone Game!

Avoid training without an SOP or without a step-by-step instruction sheet. Without a guide, individuals can start to skip steps or can become ill-informed about the equipment and specific procedures. **“Telephone Game Learning” can cause misinterpretation down the line.** With written documentation of formal training, individuals can refer back to it, when concerned. This will help eliminate and/or reduce errors, malfunctions in equipment and injuries to individuals.

TRAINING TELEPHONE

