[Place logo here]

[laboratory name here]

[EPA labcode and MDH-assigned laboratory number, if available]

[street address for physical location of laboratory[

[city, state, zip for physical location]

# Standard Operating Procedure

for the analysis of

[method and/or field of testing]

Revision Record

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev. #** | **Author/Revisor/Reviewer** | **Review/Revision Date** | **Description of Review/Change** |
| [number: begins with Rev# 0 for initial document] | [name] |  |  |
|  |  |  |  |
|  |  |  |  |

Reviewed by:

[name of reviewer/managing agent] Date

[title]

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## Section 1: Scope and Applicability

[Include details for the use of the procedure in the laboratory by identifying the analyte(s) and matrices tested using the procedure.]

## Section 2: Reagents, Supplies, Materials and Equipment

[Include details regarding the reagents, supplies, materials and equipment necessary to comply with the method requirements.]

## Section 3: Calibration

[If the method includes calibration requirements, compare the method requirements with those cited in the MN Rules 4740.2091 and 4740.2093. Include practices that comply with the most stringent requirements.]

OR

[If the method does not include calibration requirements, include the requirements in the MN Rules 4740.2091 and 4740.2093]

## Section 4: Sample Analysis

[Include step-by-step details for the analysis of samples. The detail included here should be sufficient to allow a beginning analyst to produce data that meets the requirements of the method and MN Rules.]

## Section 5: Quality Control

[If the method includes quality control requirements, compare the method requirements with those cited in the MN Rules 4740.2100, 4740.2110, and/or 4740.2120. Include practices that comply with the most stringent requirements.]

OR

[If the method does not include quality control requirements, include the requirements in the MN Rules 4740.2100, 4740.2110, and/or 4740.2120]

## Section 6: Calculations

[Include calculations required to obtain a reportable result. If final concentrations are directly obtained from the instrument, include detail here on the calculations programmed to achieve this result and verify the accuracy.]

## Section 7: Detection and Reporting Limits

[Include your laboratory’s procedure for calculating the detection and reporting limits and either include the actual limits or reference the document where these limits can be found. Supply a copy of any of the referenced documents.]

## Section 8: Safety Precautions

[Include details on required safety precautions when using the equipment and/or reagents in the procedure. Check the approved method for details or the Material Safety Data Sheets (MSDS) provided with the reagents and available online from the vendor.]

## Section 9: Limitations of Procedure

[Include the calibration range and any known interferences for the method. These are usually found in the approved method reference.]

## Section 10: Method Reference

[Include the publication name, identification (e.g. method number), revision number, and method title used for this procedure.]

Laboratory name

SOP: [field of testing]

Revision #:

Effective Date: [enter date]