

Standard Operating Procedure (SOP) Review Introduction

Standard Operating Procedures (SOPs) are an integral part of a quality system. SOPs provide individuals with the information necessary to perform a specified task or job properly, which facilitates consistency in the quality and integrity of results. The implementation of an effective SOP review process throughout ARB's Primary Quality Assurance Organization (PQAO) has been identified by ARB and U.S. EPA as an essential component for this process. Monitoring organizations within ARB's PQAO are required to either adopt ARB SOPs or develop their own, which must be submitted to ARB for review and approval.

ARB's Quality Management Branch (QMB) has developed an SOP review checklist. The checklist is derived from the EPA document, Guidance for Preparing Standard Operating Procedures (EPA QA/G-6), and includes the elements necessary for a successful SOP. Attached to the checklist is a reference sheet which briefly defines each element for review.

When a monitoring organization submits an SOP for review, ARB will use the criteria presented on the checklist. Monitoring organizations are encouraged to use the SOP review checklist and the EPA guidance document when creating and/or revising SOPs.