LIMS / SOPs / MetaSOPS / SOPtemplate

Writing SOPs

Author(s):	Michael Ederer, Sebastian Henkel
Version:	1.2
Date:	21 January 2007
Status:	accepted
Application:	all
Established:	all

Abstract

This document describes how Standard Operation Procedures (SOPs) are to be documented on the wiki of the SUMO consortium. It is also a template for writing SOPs.

Content

Standard Operation Procedures (SOPs) are important to ensure the compatibility of the work done in different laboratories and to facilitate the interpretation of the produced data. SOPs should be defined for all relevant areas, e.g. experimental work, data exchange and modeling.

This file defines what information a SOP has to contain, which format to use and where SOPs are stored.

SOPs are stored in the LIMS at our wiki site under the link LIMS/SOPs. The SOPs are ordered by categories (e.g. SOPs, Measurements, Data Storage & Exchange, Experimental Conditions) and if applicable subcategories (e.g. in category Measurements: metabolites, mRNA, ...). Categories are defined by subheadings (see below) on the page LIMS/SOPs. Subcategories have their own wiki pages (see below). The naming convention for the page names of subcategories is: LIMS/SOPs/category/subcategory.

New SOP - Step by step procedure

1. Go to the page LIMS/SOPs.
2. Choose a category (e.g. SOPs, Measurements, Data Storage & Exchange, Experimental Conditions) and therein a subcategory (e.g. metabolites, mRNA , ...). If no existing (sub)category is suited, create a new category and/or subcategory. For a description of how to do this, see the step-by-step-procedures below.
3. Add a page for your new SOP:
    1. Choose a page name for the new SOP (e.g. *NewSOP*). Page names in one subcategory have to be unique.
    2. Go to the subcategory, that you have chosen and click on *Edit*.
    3. Enter something like [wiki:LIMS/SOPs/ChosenCategory/ChosenSubcategory /NewSOP My New SOP] at a suited point.
    4. Click on *Preview* to check your input. You should see the name of the new SOP in a gray font at an appropriate place.
    5. Click on *Submit changes*.
4. Use the SOP template:
    1. Go to the SOP template file LIMS/SOPs/MetaSOPS/SOPtemplate, which is actually

this file.
2. Click on *Download in other formats: Plain Text* at the bottom of the page.
3. Copy the text (in most browsers: Ctrl-A, Ctrl-C).
4. Go to the chosen SOP subcategory and click on the new link, that you created before. Click on *Create this page* and paste the template (Ctrl-V).
5. Edit the template and enter the text of your new SOP.

Structure of an SOP description

An SOP description consists necessarily of the following elements

1. Title (here: *Writing SOPs*)
2. Table with general data:
   1. *Author(s):* author(s) of the SOP.
   2. *Version:* Version numbers gives information on major (1.0, 2.0 ,3.0 ,...) and minor revisions (1.1, 1.1., 1.2).
   3. *Date:* date when the SOP was changed last.
   4. *Status:* Status is one of: "under construction", "suggested", "accepted". A status "accepted" means that there is a general consensus on this SOP.
   5. *Application:* This entry should give information to whom the SOP should apply. Possible entries are for example "all" or "Amsterdam, Magdeburg".
   6. *Established:* This entry should give information, which groups are able to comply with this SOP. Possible entries are for example "all" or "Amsterdam, Magdeburg".
3. The section *Abstract* contains a short description of the SOP
4. The section *Content* contains a detailed description of the SOP. Add subsections as necessary!
5. The table in the section *Parts List* should list all items that are needed to apply the SOP. For devices and consumables please give also the preferred source.
6. The section *Changes to Previous Versions* explains the changes made to the SOP with respect to previous versions.
7. The section *Acceptable Variations* should list cases, where a deviation of the defined SOP is acceptable.
8. The section *Discussion and Comments* should contain link to a discussion page, where the content of the SOP can be discussed. (naming convention: `[wiki:LIMS/SOPs/category /subcategory/sop/discussion]`).

New Category - Step by step procedure

To add category *categoryXYZ* do the following:

1. Go to LIMS/SOPs.
2. Click on *Edit*
3. Enter `== categoryXYZ ==` at a suited point.

For more information on editing wiki pages see WikiFormatting.

New Subcategory - Step by step procedure

To add subcategory *subcategoryABC* to category *categoryXYZ* do the following:

1. Go to LIMS/SOPs.
2. Click on *Edit*
3. Enter `[wiki:LIMS/SOPs/categoryXYZ/subcategoryABC subcategoryABC]` at a suited

point.

For more information on editing wiki pages see WikiFormatting.

Changing SOPs

To change a SOP do the following:

- For **marginal changes** (e.g. spelling mistakes, formatting without changing the structure) just edit the SOP without updating the version number and without documentation of changes.
- For **minor changes** (e.g. clarifications, addition of more detailed information) just edit the SOP. Do not forget to update the version number (e.g. from 1.0 to 1.1) and to document your changes in section *Changes to Previous Versions*.
- For **major changes** discuss the changes with the authors of the SOP and all people that could be possibly concerned. Accepted SOPs should be only changed if there is a broad consensus on the change. Then make a backup copy of the actual page by copying the text of the SOP to a new page (e.g. LIMS/SOPs/categoryXYZ/subcategoryABC/sopV1.0. Now change the original page. Document the changes in section *Changes to Previous Versions*. Update the version number (e.g. 1.5 to 2.0). Notify all people possibly concerned.

Acceptable Variations

…

Parts List

id	item	description	source
1	SOP template	template for writing SOPs (i.e. this file)	LIMS/SOPs/MetaSOPS/SOPtemplate

Changes to Previous Versions

old version	new version	changes	link to old version
1.0	1.1	definition "marginal changes" added	1.0
1.1	1.2	status and abstract slightly changed	1.1

Discussion and Comments

LIMS/SOPs/MetaSOPS/SOPtemplate/discussion?