

<b>SEAALAS Standard Operating Procedure</b>		<b>Revision 00</b> <b>Date: 4/20/2011</b>
<b>Document Title</b>	<b>Standard Operation Procedure Policy</b>	<b>Page 1 of 2</b>

- I. All Standard Operating Procedures (SOP) shall be typed in the same style and format as this document (Times New Roman 12, Bullet format using Roman numeral header and alphabetical sub-header as per this SOP).
- II. Section I of the SOP should include position title and how this person/s is elected.
- III. Section II of the SOP should include terms of appointment.
- IV. Section III of the SOP should include if the position is a voting member or non-voting member of the Executive Committee when applicable.
- V. Section IV and forward should clearly describe job responsibilities and duties to be performed by person/s within this position or committee.
- VI. All acronyms within the procedure should be defined unless they are listed in the common list below:
  - a. Southeastern American Association for Laboratory Animal Science Organization (SEAALAS).
  - b. Standard Operating Procedure (SOP).
  - c. Technician Branch Representative (TBR)
  - d. Executive Director (ED)
- VII. SOP will be reviewed on an annual basis by the President-Elect. The SOPs will be reviewed to assure they are still current and accurately describe intent of procedure. Any applicable SOP revisions will be presented to the Executive Committee for approval by the President-Elect. A quorum of voting members is required at a minimum to approve applicable changes.
- VIII. Current versions of the SOPs will be available on the SEAALAS website (<http://www.seaalas.org/bod/SOP/>) and in paper form in the SEAALAS filing cabinet maintained by the current Executive Director. A historical record of preceded SOP revisions shall also be kept by the Executive Director both in electronic and paper form and can be made available to Executive Committee members upon request.
- IX. SOP Revisions will be assigned in numerical order starting with the 00 as the first revision under this format. (i.e Second revision will be Revision 01, and so forth).
- X. List of Current SOPs:

<b>SEAALAS Standard Operating Procedure</b>		<b>Revision 00</b> <b>Date: 4/20/2011</b>
<b>Document Title</b>	<b>Standard Operation Procedure Policy</b>	<b>Page 2 of 2</b>

- a. Standard Operation Procedure Policy
- b. President
- c. Past-President
- d. President-Elect
- e. Director
- f. Audit Committee
- g. Executive Director
- h. Treasurer
- i. Secretary
- j. Nominations & Elections Committee
- k. Communication Committee
- l. Program Committee
- m. Awards Committee
- n. Legislative Committee
- o. Commercial Representative
- p. Technician Branch Representative