UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Template for Procedure Library Writing

C1 – *(Lead department or category)*
C2 – *(chapter or category 2)*
Title of procedure
Approval Date
SOPs_C1_ C2_ TitleofProcedure *(Also name of file)*

PURPOSE

Respond to _____. *(Infinitive verb + action)*

APPLICABILITY

Employees, students, or volunteers on campus involved in _____. *(Start with grouping audience if possible)*

INSTRUCTION

<u>This header is not needed if you don't need separate subsections</u>
1. Complete …
2. Submit…
3. *(Use Imperative mood to clearly define steps.)*

<u>If multiple headers are needed underline</u>
1. Complete …
2. Submit …

RELATED PROCEDURES

- *List proper procedure titles*
- *If that procedure has not been develop estimate title or links*

RELATED POLICIES

- *List out complete policy, number, and hyperlink*
-
-

Tags: *Always brainstorm tags as you are writing*

Keywords () …