



**Purpose:** This SOP serves as a guide for the AOSA/SCST committees to create and maintain quality documents that describe the various functions of the committee.

**Scope:** AOSA/SCST Committee SOP Creation

**References:** DOC 001, DOC Master List of Controlled Documents

**Procedure:**

- a. Creation of SOPs
  - i. The Committee shall use the AOSA/SCST SOP template (DOC 001), located on the Laboratory Standards and Documentation Committee webpage, for the creation of all new SOPs. This template follows the ISO guidelines for Document Control and includes required information such as revision number and effective date.
- b. The Committees should discuss with their members what information to document describing the purpose and functions of the committee. The following three categories are recommended:
  - i. General Guidelines: This SOP will describe the purpose of the committee and its yearly activities. Any activities that require a detailed explanation (examples: sending out referee tests, planning the annual meeting) should be described in a separate SOP (see iii below).
  - ii. Committee Membership: This SOP describes the makeup of the committee. This includes requirements for membership, how members are recruited/selected, minimum/maximum number of members, and roles and responsibilities of the members. Note: a description of the duties of the Chairs is required.
  - iii. SOPs describing specific activities: Activities which involve multiple steps and details should be written in a separate SOP, using the same template.
- c. SOP Maintenance
  - i. The editor must send the document to the chairperson(s) of the committee for approval.
    1. This document must be saved as a Word document so that the Document Control Committee can ensure that it is identified properly.
  - ii. The chairperson who approves (signs) the document then forwards it to the Board for their approval.
  - iii. It is then forwarded to the Document Control Committee to ensure the document meets the requirements and is appropriately identified.
  - iv. Once approved and processed, they are posted on the committee webpage at [analyzeseeds.com](http://analyzeseeds.com). The committee can decide if the document is accessible to the general public, or only committee members.
  - v. The Laboratory Standards and Documentation committee will maintain a Master List of all committee documents. The Master List will include SOP name, revision number, revision date, and whether it is public or private.



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- vi. Documents are reviewed every two years. The Laboratory Standards and Documentation committee will send out reminders to the committee chairs to complete this task.

| Changelog  |                        |
|--|------------------------|
| Changes Made   | Date                   |
| New SOP  | 1/4/24                 |
| Added information to SOP Maintenance. Documents must be approved by Board. Documents must be saved as Word documents so that DOC control can ensure proper identification. | 8/25/25                |
| *Added board approval footer   | Q. Gillespie 9/19/2025 |
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|  |                        |
| Author: Todd Erickson  | Date: 1/4/2024         |
| Chairperson(s) Approval:   |                        |
| Signature: Cheryl Fossler  | Date: 8/25/2025        |
| Board Approval: Quinn Gillespie; James Smith   | Date: 9/19/2025        |
| Signature: <i>Quinn J. Gillespie</i>   |                        |
|  | Date: 9/23/25          |
| Signature: <i>James Smith</i>  |                        |