



**Genetic Technology Committee Structure/SOP
Subcommittee Description
GENE 003-01**



Purpose: This SOP describes the purpose and functions of the Committee Structure/SOP Subcommittee of the Genetic Technology committee.

Scope: This process applies to the purpose, structure, duties and meetings.

References: NA

Procedure:

1. Purpose: to write and review Genetic Technology committee SOPs.
2. Structure: chairperson and interested Genetic Technology members, by volunteer or appointment
3. Duties:
 - a. Write initial SOPs, revise and review Genetic Technology committee and submit to the Lab Standards and Documentation Committee for AOSA/SCST organizations
 - b. Discuss improvements for documentation for Genetic Technology
 - c. Provide opportunities for training and education in regards to SOP for our committee
4. Meetings:
 - a. The subcommittee will communicate by email, meeting by conference call if necessary
 - b. The subcommittee will be part of the Genetic Technology Committee’s open meetings at the annual meeting
 - i. give subcommittee report to the Gen Tech chair to include in his/her report during the business meeting
 - ii. send report for the Proceedings shortly after the annual meeting

Changelog

Changes Made	Date
Created SOP	12/18/2023
Author: Kalyn Brix	Date: Click or tap to enter a date.
Approved:	
Signature:	Date: Click or tap to enter a date.