



Standard Operating Procedure Document			
Title:	Standard Operating Procedure Management		
SOP #:	PBSOP001	Rev #:	0

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20-Mar-12

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Date

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1. Scope

This specific SOP will describe procedures for the creation, maintenance, revision, distribution, and termination of JHSC SOPs in the Leslie Dan Faculty of Pharmacy. This series of SOPs specifically pertain to the health and safety of all students (undergraduate and graduate), faculty, staff, and visitors, unless otherwise specifically indicated. This system of SOPs is intended to provide building-specific guidelines concerning the policies outlined by the University of Toronto Office of Environmental Health and Safety (OEHS).

2. Objective

The objective of this SOP is define a structure and process for SOP document management. This includes authorship and signing authority for SOP creation, review, approval, authorization, and termination of JHSC SOPs.

3. Background

The Leslie Dan Faculty of Pharmacy is an organization committed to protecting and monitoring the health and safety of people in the building. The Joint Health and Safety Committee is the body responsible for overseeing this important task and reporting to the OEHS. SOPs are now required by the OEHS. This series of SOPs are compliant with this requirement.

4. Definitions and Abbreviations

A Standard Operating Procedure, or SOP, is defined as a document that outlines a specific procedure or set of procedures to be followed in carrying out a given operation or a given situation. An SOP provides enough detail so that a novice can identify the proper person or people who should be involved in carrying out the procedure, and after having read the SOP this person would have enough information to either carry out the task properly, provided the instructions are followed, or be referred to the appropriate resources (working documents, workshops, or designated people) so that the task would be carried out properly. An SOP is distinct from a working document or scientific protocol in that it is a controlled document, has revision tracking, with a review and authorization procedure pre-defined. In other words, creation, modification, and termination of the document follow an explicitly defined, monitored, and documented checkpoint process, with an audit trail. SOPs are ubiquitous across many industries, and are present in academia as well.

Abbreviations used in this document are defined in this section:

SOP	Standard Operating Procedure
JHSC	Joint Health and Safety Committee of the Leslie Dan Faculty of Pharmacy, at

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	the University of Toronto
OEHS	Office of Environmental Health and Safety, University of Toronto
TBD	To be determined
N/A	Not Applicable
Rev.	Revision

5. Policies

1. The University of Toronto, as an employer, is responsible under the Ontario Occupational Health and Safety Act for establishing and maintaining joint health and safety committees in the workplace. SOPs controlled by the JHSC shall be limited to matters pertaining to the jurisdiction and scope of this committee.
2. Any member of the JHSC may create or revise an SOP.
3. References to authorship, review, approval, and authorization contained in the Policies or Procedures section of an SOP should refer to the involved person's job title, not their name.
4. Any disagreement regarding SOP related procedures or policies may be addressed and decided upon at JHSC meetings.
5. The original, signed hard copies of the most recent SOPs will be kept in an SOP library within the building, and an electronic (scanned) library will be maintained on the JHSC website.
6. An SOP can refer to other documents (e.g. working documents and protocols) to guide the reader to external policies and procedures.

6. Procedures

6.1.1 SOP Creation

1. The SOP template (PBSOP0xx Rev 0 (Draft) - Template.docx) should be used to create SOPs.
2. The SOP number will be in the format "PBSOP0xx", where "xx" is a currently un-used number.
3. The revision number of an SOP corresponds to the number of revisions of approved versions that have been made. The revision number of a draft document will be labeled "0 (Draft)". The first approved SOP version revision number will be 0. Subsequent revisions will increment the revision number by 1.
4. Once an SOP is written in draft form, it is circulated to members of the JHSC for comments. This can be in the form of a hard copy or email.
5. Members of the JHSC are to read the draft SOP and provide optional comments to the revision author within a reasonable time frame.
6. Comments are received by the revision author and incorporated.

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7. Once comments are incorporated, the SOP is reviewed by the Faculty Technician, the JHSC Chair, and the Dean of the Faculty of Pharmacy.
8. Any comments by the Faculty Technician, JHSC Chair, and Dean of the Faculty, are addressed and incorporated into the SOP by the revision author.
9. Once all comments have been addressed, the revision number will be updated to “1”
10. The SOP is printed out for signing.
11. The signatory page will be signed by the revision author, Faculty Technician, JHSC Chair, and Dean of the Faculty. The roles of each party will be:

Signatory	Role
Any JHSC Member	Revision Author
Faculty Technician	Reviewer
JHSC Chair	Approval
Dean of the Faculty	Authorization

12. Once signed by all signatories, the SOP is considered finalized.
13. The signed hard copy of the SOP is to be included into the SOP library.
14. The signed SOP is scanned and included in the online SOP library in PDF format.
15. A notice is sent out to the Faculty that a new revision of the SOP is accessible on the JHSC website.
16. The master list of SOPs is updated to include the new SOP.

6.1.2 SOP Revision

1. The most recently approved word processor version of the SOP to be revised should be obtained from the previous revision author of the SOP.
2. The revision author will add their name to the signatory page of the SOP. The SOP will be revised in such a way as to make clear the changes made (e.g. using the “track changes” feature in Microsoft Word) or by using strikethrough and alternate formatting.
3. The revision number of the draft document will be increased and followed with “(Draft)”. E.g. the revision number of the first revision of an SOP will be “1 (Draft)”.
4. Once an SOP is revised in draft form, it is circulated to members of the JHSC for comments. This can be in the form of a hard copy or email.
5. Members of the JHSC are to read the draft SOP and provide optional comments to the revision author within a reasonable time frame.
6. Comments are received by the revision author and incorporated.
7. Agreed upon changes that are made to the SOP are detailed in the “Revision History” section of the SOP. Sufficient details are provided regarding changes of the SOP, to enable the reader to understand what changes were made, and which sections of the SOP were amended.
8. Once all comments have been addressed, “(Draft)” will be removed from the revision number.
9. The SOP is printed out for signing.



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10. The SOP is reviewed by the Faculty Technician, the JHSC Chair, and the Dean of the Faculty of Pharmacy. Any comments arising by the Faculty Technician, JHSC Chair, and Dean of the Faculty, are addressed and incorporated into the SOP by the revision author. Revisions at this stage are not expected to be significant or impactful, as the committee (including the JHSC Chair) will have already have reviewed the document in Draft form and provided comments. Signing may occur during this step.
11. The signatory page is then signed by the revision author, Faculty Technician, JHSC Chair, and Dean of the Faculty. The roles of each party will be:

Signatory	Role
Any JHSC Member	Revision Author
Faculty Technician	Reviewer
JHSC Chair	Approval
Dean of the Faculty	Authorization

12. Once signed by all signatories, the SOP is considered finalized.
13. The signed hard copy of the SOP is to be included into the SOP library.
14. The signed SOP is scanned and included in the online SOP library in PDF format.
15. The previous SOP revision is retained in a separate binder for archival purposes.
16. A notice is sent out to the Faculty that a new revision of the SOP is accessible on the JHSC website.
17. The master list of SOPs is updated to reflect the new revision number of the SOP.

6.1.3 SOP Termination

1. The decision to terminate an SOP should be arrived at by a vote of majority by voting members of the JHSC.
2. Following a majority vote, the electronic version of the SOP is removed from the SOP library online.
3. The hard copy of the SOP is retrieved from the SOP library. The word "CANCELLED" and the effective date are written on the signatory page.
4. The JHSC Chair and Dean will initial on the front page of the hard copy original that the SOP has been cancelled and removed from the SOP library.
5. A notice is sent out to the Faculty that the SOP has been cancelled, and has been removed from the JHSC website. The Faculty is informed to recycle any printed out copies they may have made.
6. The cancelled SOP is retained in a separate binder for archival purposes.
7. The master list of SOPs is updated to reflect removal of the terminated SOP.



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7. Revision History

Revision #	Date	SOP Section(s)	Revision Description	Revised By
0	20-Mar-12		SOP PBSOP001 created.	David Dubins (revision author)