SOP: 1.1 R1

EFFECTIVE DATE: September 10, 2024

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APPROVED BY: see cover page

TITLE: **General requirements for the development and use of Standard Operating Procedures (SOPs)**

PURPOSE: To provide guidelines for the development of Standard Operating Procedures

SCOPE: This applies to SOPs used in Minor Uses Foundation Pesticide Residue Studies.

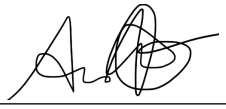
PROCEDURES:

1. Each facility where trial(s) are conducted in support of the registration of pesticides may develop SOP's for all phases of the research.
2. Generic SOP's from the MUF are provided to each facility; these SOPs can have additions to accurately reflect that facility's policies, procedures, and methods. Where generic SOP's are not available, the Field Research Investigator may develop appropriate SOP's and have them approved by MUF staff before their use in GLP studies.
3. Any newly developed SOP will be shared with the MUF Regional Coordinator and approved by the MUF Executive Director or her designee. The SOP title page should include MUF's approval signature, approval date, and effective date.
4. All Standard Operating Procedures (SOPs) should be reviewed every two years and revised by the Field Research Investigator before the initiation of studies for that year to determine if revisions are needed. The index page includes the date that an individual SOP was developed and, if revised, the date and revision number of that SOP. Correcting spelling or formatting errors, along with minor changes that clarify the SOP's intended meaning, does not constitute a revision. If an SOP is no longer needed or used, the SOP will be listed on the index page under a heading labeled "Retired" and include the year it is retired; it can be removed from the index in subsequent years.

5. The first number of an SOP indicates the general category (e.g. “5” relates to Samples and Sampling); the second number (e.g., “1”) indicates the SOP number within that category (e.g. “5.1” is Handling, Preparation, and Packaging of Samples). If/when an SOP is added, it is placed in the appropriate category, and the numbering is sequential within the category.

6. These SOPs are designed to be general guidelines for procedures and instructions to follow if a procedure has become a standard set of actions utilized in a GLP residue field trial. SOPs are not intended to describe every possible action that may be necessary for the complex and extremely variable operation of field trials and associated facilities. They are not intended to be all-inclusive. Actions that are not standard but specific to individual situations should be explained and documented in the Field Data Notebook.

Approved by:



October 5, 2026

Anna Gore, Executive Director
Minor Use Foundation

Date