

Course Abstract

The Architecture of SOPs: SOP Building Workshop II

- Are you missing some SOPs that you wish you had?
- Do you have some SOPs you would like to share?
- Do you need some forms to back up your SOPs?
- Would you like to network with other QA Managers and Technical Directors?

This seminar will focus on how to properly construct an SOP for your laboratory's internal use that meets all the requirements specified by ELAP AND is something your analysts can actually use!

We will start the workshop with a short introduction detailing the required information your SOP must contain, after which we will break into working groups. Each group will collaborate to produce an SOP they can then share with the other groups.

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By the end of the day each participant should be able to leave with a copy of each of the SOPs that were created.

We will focus on writing an SOP of how to write an SOP, and other SOPs such as basic pH, and wet chemistry parameters.

Bring your ideas for areas that cause confusion and have fun networking as a group writing crystal clear procedures. This seminar is perfect for QC officers and technical directors who want to brush up on, or improve, their SOP writing skills. It will also be perfect for anyone who has the responsibility for training or writing procedures, whether at the bench or in management. Enjoy networking with colleagues in our industry and bring home the results!"

NYAAEL Summer Meeting

NYAAEL's Summer meeting will be June 5th. Darrin Honious from YSI will speak on Dissolved Oxygen Sensing Technology for two sessions, and PerkinElmer has been invited to speak on Electronic Notebooks. Stephanie Ostrowski (Invited) from ELAP will also be present to answer questions and give an ELAP update. Information will soon be posted at www.nyaael.org.

REGISTRATION FORM

Company: _____

Name: _____

Address: _____

Phone#: _____ Fax#: _____

Member _____ Non-Member _____

Additional Registrants: _____

Total Registration Fee included: \$ _____

RETURN TO: NYAAEL
316 Roosevelt Street
Sayre, PA 18840

**ALL FEES MUST BE PREPAID AND
RECEIVED NO LATER THAN
May 28, 2012.**

Member fees for the first attendee: \$95.00
(Dues **must** be current)

Additional attendees from member lab: \$90.00

Non-Member Fee: \$160.00

NYAAEL TIN# 22-2786329

Fees are non-refundable after May 30, 2012.

**Fees may be paid by check—to NYAAEL—
or by Visa, MC, Discover, or AMEX.**

Lunch is included in total price of registration. Overnight accommodations are the responsibility of the registrant. For additional information call (570)888-4768; or FAX (570)882-8538.

Cancellation Policy: Cancellation **MUST** be received in writing. Those postmarked less than five days prior to the event will be subject to a service charge of \$35. Registrants who fail to attend and do not cancel prior to the event are liable for the entire registration fee. You may send a substitute.

Directions and Hotel Information

From South: Take 87N to Exit 24. Take 87N 6 miles to Exit 7 (Route 7). Follow signs to Route 9. Make a right on Route 9N. The Stay Inn is 1/2 miles on right.

From West: Take 90E to Exit 24. Take 87N to Exit 7. Follow signs to Route 9. Make right on Route 9N. The Stay Inn is 1/2 mile on right.

From East: Take 90W to 787N to Route 7W 3 miles. Follow to Route 9. Make a left on Route 9N. The Stay Inn is 1/2 miles on right.

From North: Take 87S to Exit 7. Follow signs to Route 9. Make a right on Route 9N. The Stay Inn is 1/2 mile on right.

Airport: Call for complimentary transportation
Reservations for The Stay Inn can be made by calling (518) 785-0000. The corporate rate for attendees is \$84 for a single/double. **This rate is only good until May 13th.** Please call early. Mention that you are with NYAAEL.

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- **All attendees will receive an attendance certificate**
 - **NYS DOH & DEC CEUs have been applied for. Please call the office closer to the seminar for more information.**



New York
Association of Approved
Environmental Laboratories
316 Roosevelt Street • Sayre, PA 18840



*The New York
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Laboratories
presents*

The Architecture of SOPs: SOP Building Workshop II

June 4, 2012

9:00 a.m. - 3:00 p.m.

The Stay Inn

Cohoes, NY