ATTACHMENT F

SAMPLE MEMORANDUM FOR ANNUAL REVIEW AND RENEWAL RECOMMENDATION FOR SOPs

TO: ES&H Office

FROM: (*Insert name of line organization*)

DATE:

SUBJECT: Annual Review and Renewal Recommendation for SOP#_____

An annual review of the subject SOP has been performed and the following changes have been made:

Identify the minor changes made to your SOP by stating them in this space. Alternatively, you may attach a revised SOP with the changes highlighted.

(Note: Delete italicized instruction before submitting for approval.)

As the principal author of this SOP and the Center Director responsible for the activity described in this SOP, we certify that the SOP remains current and that it accurately describes the hazards and controls. As such, we recommend that the SOP be renewed for an additional year.

_____		_____	
Principal Author	Date	Center Director	Date
_____		_____	
ES&H Office Point of Contact	Date	ES&H Office Director	Date