

SOPs listed in blue text may be accessed by clicking on the desired SOP

AADAPs' STANDARD OPERATING PROCEDURES (SOPs) - GENERAL

last updated: 8 February 2007

| SOP Number | Title | Contact | Date | Misc. |
|------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------|-------|
| GEN 001.2 | Quality Assurance Duties and Responsibilities | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 002.4 | Study Conduct | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 003.2 | Definition and Use of the Standard Operating Procedure (SOP) | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 004.3 | Correction Codes | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 005.3 | Preparation, Maintenance, Handling, and Review of Standard Operating Procedures (SOPs) | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 006.2 | Rounding Off Numbers | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/25/06 | |
| GEN 007.4 | Archives | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 010.3 | Training, Job Descriptions, Curriculum Vitae, and Maintenance of Training Records | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/19/06 | |
| GEN 011.3 | Archiving of Test Substances (i.e., Test Chemicals) | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/22/06 | |
| GEN 012.2 | Receipt, Identification, Storage, Handling, and Checkout of Test Chemicals | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/20/06 | |

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| GEN 014.2 | <u>Report Preparation, Review, Distribution, and Approval</u> | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/20/06 |
| GEN 015.1 | <u>Assuring compliance with Good Laboratory Practices when expecting a US FDA regulatory inspection</u> | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 12/13/04 |
| GEN 030.3 | <u>Test System Care, Handling, and Maintenance</u> | Jim Bowker USFWS, AADAP Program phone: 406-994-9910 jim_bowker@fws.gov | 09/20/06 |