



United States Department of the Interior

OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
Washington, D.C. 20240



Appendix D: Standard Operating Procedure Template

Subject: OSMRE Standard Operating Procedure (SOP) XXXX-XX, *Title*
(see page D-3 of this appendix for numbering guidelines)

Version Number: Enter the current FY and the version of this SOP issued within that FY

Effective Date: Enter “Effective Upon Issuance”, or a specific future date

Responsibility: Entity the responsible office, position title, etc. for this SOP

Primary Reference(s): Appropriate statute, regulation, or policy(ies)

1. **Purpose**

Explain in plain terms the purpose of the SOP. Provide context if appropriate.

2. **Scope**

Explain who or what the SOP applies to and who or what it *does not* apply to.

3. **Summary of Changes**

Summarize the major changes from the previous version, or simply state “This is a new SOP”.

4. **Definitions**

a. Provide definitions to key terms the reader may not be familiar with.

5. **Procedures**

Provide sufficient instructions to the reader.

a. Step 1.

(1) Sub-step 1.

b. Step 2, etc.

6. **Contact**

Name and contact information for additional information.

Attachments: As needed.

Issued by:

Digital Signature Exclusively
Issuing Authority

Administrative Notes (remove before signing SOP)

- AD/RD/SOH should attempt to follow the SOP template’s format; however, it may be more appropriate to deviate from the format to better communicate the SOP’s content to the reader. Final decisions on SOP format are made by the responsible AD/RD/SOH.
- All OSMRE SOPs are identified by two groups of numbers and a title (e.g., OSMRE SOP XXXX-XX, *Title*).
 1. The first set of numbers identifies the organizational code of the office issuing the SOP. For example, SOP **1500-02**, *Survey Procedures*, is issued by the Office of Administration (organizational code 1500).

| <u>OSMRE AD/RD/SOH Office</u> | <u>Organizational Code</u> |
|---|-----------------------------------|
| Director’s Office | 1000 |
| Office for Equal Opportunity (OEO) | 1001 |
| Office of Communications (OC) | 1200 |
| Office of Planning, Analysis and Budget (OPAB) | 1300 |
| Information Resources Office (IRO) | 1400 |
| Office of Administration (OA) | 1500 |
| Office of Human Resources (OHR) | 1600 |
| Assistant Director, Finance and Acquisition (AD/F&A) | 2000 |
| Assistant Director, Program Support (AD/PS) | 3000 |
| OSMRE Appalachian Regional Headquarters (Interior Regions 1 and 2) | 4000 |
| OSMRE Mid-Continent Regional Headquarters (Interior Regions 3, 4, and 6) | 5000 |
| OSMRE Western Regional Headquarters (Interior Regions 5, 7, 8, 9, 10, and 11) | 6000 |

2. The second set of numbers and the title identify a specific SOP. The two-digit number and title are assigned by the issuing office and are unique to a specific SOP within the issuing office. For example, SOP **1500-02**, *Survey Procedures*, identifies the specific SOP by number and title within the Office of Administration.