



North Valley Animal Disaster Group Standard Operating Guidelines

Title: SOGS SUBMISSION

Objective: To create a standardized system of creating, submitting, and approving an SOG

Description:

There will be a Standard Operating Guideline (SOG) Committee.

Anybody may submit an SOG. It is a 4-step process:

1. Submit an SOG to the SOG Committee.
2. The SOG Committee reviews the document. They will check for accurate content, proper format, spelling, grammar, etc. They may send it back to the author for revisions, or make revisions themselves. If the committee feels that the SOG is appropriate, upon their approval, they will forward it to the Board of Directors.
3. The Board of Directors will review the SOG. They may send it back to the author and/or SOG Committee for revisions, or make revisions themselves. If the Board feels that the SOG is appropriate, they will vote.
4. If adopted, the Executive Director will:
 - a. Post the SOG in the appropriate area (Website, Better Impact, etc.)
 - b. Send an email to all volunteers, when appropriate, with the SOG attached, and an explanation of the new information, or revision.

The SOGs are a living document and will constantly be update, edited, and added to.

Butte County Public Health is strongly encouraged to review all SOGs and their input is respected and strongly considered during the entire process.

Related Documents Attached: n/a