## OFFICE OF STATE AID ROAD CONSTRUCTION
### STANDARD OPERATING PROCEDURES

<table>
<thead>
<tr>
<th>Subject: S.O.P. NUMBERING SYSTEM</th>
<th>S.O.P. NO. SA I-1-2</th>
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<tbody>
<tr>
<td><strong>EFFECTIVE</strong></td>
<td><strong>ISSUED</strong></td>
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<td>July 1, 2005</td>
<td>July 1, 2005</td>
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### PURPOSE:
To develop a uniform numbering system for Standard Operating Procedures.

1. **S.O.P. NUMBERING SYSTEM:**
   - The S.O.P. Numbering System is as follows:
     1.1. The letters "SA" are the abbreviation for Office of State Aid Road Construction.
     1.2. The Roman numeral following "SA" denotes the SECTION number. The SECTIONS are the major divisions of subject matter.
     1.3. The second numeral(s) denotes the chapter number within that particular SECTION.
     1.4. The third or last numeral(s) denotes the S.O.P. subject number and will remain the number for that subject.

2. **ILLUSTRATION:**
   - S.O.P. NO. SA I-1-1
     - 2.1. "SA" is the abbreviation for Office of State Aid Road Construction.
     - 2.2. Roman Numeral "I" is SECTION number.
     - 2.3. The next (or middle) numeral(s) is the Chapter number within SECTION I.
     - 2.4. The last numeral(s) is the S.O.P. subject number.