The following is a mock up from memory of an SOP that I actually worked with while employed at the Genetics & IVF Institute in Fairfax, Virginia. It concerns the reception of human semen samples at the andrology lab where I worked. Although most of our work was clinical, we also carried out experimental work for testing of new assays or modifications to existing assays. The laboratory was certified as GLP/GCP compliant so I believe this should be an appropriate example.
SOP 1.1 Receipt of semen samples (Revision #0)

Purpose: To ensure the chain of custody and proper processing for semen samples received at the andrology laboratory of the Genetics & IVF Institute.

Scope: All human semen samples collected at or brought to the andrology laboratory whether for clinical, control, or experimental assays under GLP/GCP SOPs and guidelines.

Procedures:

1. All charts for patients and control or experimental donors should in the chart box next to the semen reception window prior to semen sample receipt. It is the responsibility of the office manager to place charts in this box whenever a patient or donor enters a collection room. Technicians should use free time to check the master schedule in the main reception area to familiarize themselves with what samples are expected.

2. Specimens should be received directly from the patient or their partner. Patients and their partners must be instructed before collection to not leave specimens unattended at the reception window. If you see a sample left unattended in the window, make reasonable effort to find the patient or their partner in the building to verify they placed it there. When you receive a sample, write the time received and your initials on the specimen lid. This maintains the chain of custody.

3. If the specimen was collected outside the institute assess the liquefaction to determine if processing should begin as soon as possible. Otherwise, upon receipt of a specimen, place it in the warming oven. Consult the patient's chart to determine or verify the procedure their semen is intended for and get the proper paper work.

4. While the specimen is liquefying in the warming oven, fill out the proper paper work specific to that day's procedure(s) and prepare the workstation. All paperwork must be filled out completely excepting values to be determined during the procedure(s). Label all vials and slides that will be used. Remember: only one specimen at a workstation!
Procedures:

5. Starting about 15 minutes after receipt, periodically assess liquefaction of the sample. Processing may begin any time after the specimen is liquefied. If after 30 minutes no significant liquefaction is taking place, you should force liquefaction by pipetting the specimen up and down with a 10 ml pipette. The appropriate sperm-washing buffer may be added to the specimen cup to aid in this. Record any actions taken and the volume of any sperm-washing buffer used.

6. All specimens should be processed in a timely manner. Process each specimen according to the SOP corresponding to the procedure(s) ordered by the doctor or principal investigator.

7. IMPORTANT: Human spermatozoa must be in the washing stage of processing no later than 45 to 60 minutes after collection. If necessary, request that the laboratory manager come back to help if there are more specimens in need of processing than technicians.