Creating Video SOP's

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Purpose

- Standard Operating Procedures serve these purposes:
  - They detail regularly recurring work processes that are to be conducted or followed within an organization
  - They provide a roadmap for the way activities are to be performed to facilitate consistent conformity of technical and quality system requirements including fundamental programmatic actions and technical actions, steps for maintaining, calibrating, and using equipment.
  - SOP's support data quality.
  - SOPs are Intended to be specific to an organization to assist and maintain quality control and quality assurance processes and ensure compliance with gov. regulations.

SOP Sections (Basic Elements)

- Purpose, Objective
- Scope
- Responsibilities, tasks
- List of responsible individuals
- Materials, tools
- Procedure
- Definitions of significant terms and acronyms (Abbreviations)
- Appendices, supporting documents

Benefits to SOPs and Video SOPs

▶ Greater efficiency, streamlined way of completing job duties. Saves time and money

▶ Consistency, everyone is trained the same way, job isn't dependent on a specific employee. Regardless of employee experience.

▶ SOPs reduce the guessing or eliminate guessing; Video SOPs decrease the gaps. Reduce need to remember training perfectly

▶ Greater Safety. SOPs reduce or eliminate risks and show employees how to do their job safely.

▶ In a lab, SOPs prevent contamination and increase/ensure accuracy and precision.

Creating a Video SOP

▶ Decide on a QAPP/SOP or training material to use

▶ Write out a basic script and important training sections

▶ Plan out your video design: scenes, teaching techniques, types of footage, narration or live audio, types of footage (video camera, zoom, screen recording, etc.)

▶ Watch how to **"You Tube"** video's, connect with other EPA staff, tribal employee's or contacts for ideas and collaboration

▶ Be patient, making a video is no easy task, take breaks or switch tasks
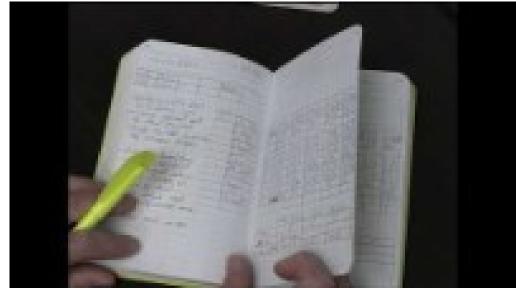
Setting Up Your Shot – Questions?

▶ What will you be filming? (Performing a task, Computer work, Cleaning equipment, etc.)

▶ Where, What, or Who will be on screen? (ex. a person performing a task, document, or environment)

▶ Who will be filming or will you use a tri-pod or screen capture program

▶ How will you narrate? (ex. in person live or with voice over's)

▶ What types of shots are important? (Close up's, wide shots, panning shots)

▶ Supporting shots/pictures? (important pictures or b-roll footage)

Examples

6 Series Sonde Calibration

Discrete Ambient Water Quality Backup

Equipment and Software

▶ What type of camera and supported devices will you use? (HD camera, tri-pod, memory cards, batteries, etc.)

▶ What type of video editing software will you use? (Adobe premiere elements/pro, Apple iMovie/Final Cut Pro, or other, some are free (I recommend purchasing software for serious projects)

▶ How will you transfer and store the movies? (cables, memory card reader, hard-drive (HD), external HD)

▶ **Make sure to organize files into "easy to remeber" named files**

▶ Ensure there is enough memory for 4k movies, they require lots of memory!

Formatting

- Ensure the file formats are supported by your editing software
  - Video: H.264 (.mp4), MPEG-1/MPEG-2 (.mpeg), etc.
  - Images: JPEG (.jpg, .jpeg) not .gif
  - Audio: Audio Interchange File Format (.aiff), MPEG audio (.mp3) QuickTime audio (.mov)
- Make Sure your files match the supported files for your software

Audio

▶ Add audio that flows with the videos and adds a upbeat feel

▶ If your video will be posted online anywhere, ensure the audio is royalty free, which means it does need to be purchased to be used.

▶ Use appropriate websites to download the files from

▶ Royalty Free audio websites:

  ▶ Pixabay, Bensound, Royalty Free Music, Joy Stock

Titles and Effects

▶ Choose simple titles from your software that match the style of Video

▶ Change the colors and themes to fit

▶ Add transitions between titles, video, and audio

▶ Add extra effects if needed

▶ Re-watch edited sections for issues with gaps and questionable transitions

▶ Look at details: Locations of items, volume of audio, conflicting colors, etc.

Reviewing The Training Videos

▶ Review all the videos for correct information and easy transfer of knowledge

▶ Make sure the video flows and when possible, audio is added

▶ Consider your audience and depth of the technical information

▶ Step away and take breaks to get a fresh point of view

▶ Export in a "Youtube" format for easy to transfer formats

  ▶ Export 1080p or higher for better quality video

Questions??

References

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