

Standard Operating Procedure Template

Name of Procedure: *[Identify the intended scope of the SOP here]*

Lab Location: *[Building, room number, and/or laboratory name]*

Type of SOP:

- ☐ Procedural
- ☐ Hazardous Material
- ☐ Equipment Specific
- ☐ Other

Prepared by:

Date Established:

Revision date:

Hazards

The following hazards exist with this procedure;

Chemical Hazards

- ☐ Strong Acids
- ☐ Strong bases
- ☐ Hydrofluoric acid
- ☐ Flammable solids, liquids, or gasses
- ☐ Toxic or highly toxic substances
- ☐ Possible organic peroxides
- ☐ Pyrophoric chemicals
- ☐ Highly reactive chemicals, chemicals that undergo rapid polymerization
- ☐ Chemicals classified as explosives (GHS or DOT categories)
- ☐ Other chemical hazards (specify)

Physical Hazards

- ☐ Distillations
- ☐ High/low pressure
- ☐ Lasers (class 3 or 4, open beam)
- ☐ Extreme temperatures
- ☐ High voltage
- ☐ Mechanical hazards
- ☐ Other physical hazards (specify)

Biological Hazards

- ☐ BSL II manipulations
- ☐ Biological activities that might create aerosols

Methods of controlling identified hazards

Engineering Controls (ventilation and/or containment) - The following engineering controls are required for this activity:

Control of chemical exposure and/or control of physical conditions

- ☐ Chemical fume hood
- ☐ Additional local ventilation (i.e. snorkel)
- ☐ Glove box (inert atmosphere)
- ☐ Glove box (humidity/temperature control)
- ☐ Blast shields
- ☐ Spray guards
- ☐ Pressure relief

Control of biological exposure

- ☐ Glove box (biological protection)
- ☐ Biological Safety Cabinet

Other engineering controls

- ☐ Other engineering controls (specify)

Personal Protective Equipment (PPE) - The following personal protective equipment must be worn:

Eye protection

- ☐ Impact resistant eye protection
- ☐ Splash resistant goggles
- ☐ UV, IR, or laser eye protection
- ☐ Face shield
- ☐ Other (specify)

Hand protection

- ☐ Chemical resistant gloves (specify material type and thickness)
- ☐ Extreme temperature gloves
- ☐ Cut resistant gloves
- ☐ Disposable lab coat
- ☐ Standard cloth lab coat
- ☐ Fire resistant lab coat
- ☐ Other specialize lab coat, coveralls, or other protective clothing (specify)

Other personal protective equipment

- ☐ Hearing protection
- ☐ Head protection (specify)
- ☐ Foot protection (specify)
- ☐ Other PPE (specify)

Special provisions for working alone

[Indicate if this activity may not be allowed if working alone; if allowed, list any special provisions]

Unattended Operations - If portions of this activity are being run unattended list the emergency shutdown procedures for the process to be posted.

Storage and Handling Requirements – describe any specific storage or handling requirements of any hazardous chemicals:

[State the precise methods of storage and handling issues that are pertinent to this procedure.]

Waste disposal - List the waste products that will be generated, how they will be collected, and how the container will be labeled:

Accidental Spill - In the event that a hazardous material used in this procedure are spilled, be prepared to execute the following emergency procedure:

Procedure

[Provide an exact description of the procedure (usually in a step-by-step format) that you will be conducting; include appropriate safety measures in associated steps.]

Name (author) _____ Signature _____

Laboratory supervisor _____ Signature _____

Date Approved _____