

Standard Operating Procedure TEMPLATE

This template is to be adapted to particular processes for individual labs. A specific SOP may need more sections than what is listed below. Once completed, a copy should be kept in the lab safety notebook with documentation that researchers have reviewed and will comply with the completed document.

Laboratory Supervisor (PI):
Building:

Date:
Room(s):

Section 1: Process and Composition

Basic explanation of the process (e.g. work with HF, working in a glove box, etc.) AND composition of the solution (e.g. aqua regia, piranha solution, etc.)

Section 2: Potential Hazards

Describe the hazards and how they can harm researchers.

Section 3: Engineering Controls

Describe where the work will be done in the lab. e.g. fume hood, glove box, biosafety cabinet, specific lab bench, etc.

Section 4: Special Handling Procedures

Describe any particular handling procedures that should be followed.

Section 5: Personal Protective Equipment (PPE)

Describe the PPE that should be worn, including the material, thickness, and other particulars.

Section 6: Storage Requirements

Describe any requirements based on the process or solution(s) being used. Include primary and secondary containers, cabinets, etc.

Section 7: Spill and Accident Procedures

First Aid measures:

Inhalation:

Ingestion:

Skin absorption:

Eye exposure:

Chemical (or Biological or Radioactive) Spill measures:

Section 8: Waste Disposal

Describe how to handle and dispose of waste generated during the process or simply the solution. Include labeling for storage of waste and tagging for waste pick up.

Section 9: Decontamination

If decontamination will be needed (of glassware, work area, etc.), detail what will be used to perform the decontamination and the process of completing this task.

Section 10: Training

All personnel are required to complete the general online and classroom safety training courses. Any personnel must review the guidelines here before work commences. Any appropriate Lab Risk Assessments or Chemical Use and Planning Forms must be reviewed as well.

If there are particular training requirements for the lab, include them here.

Section 11: Specific Procedure Description

In DETAIL, describe the procedure for either doing the work or making the solution mentioned in Section 1. Specific amounts of reagents should be included where appropriate. This can be a step-by-step guide.

Section 12: “What-If” Analysis

In DETAIL, examine any foreseeable incidents to help prevent accidents and injuries from occurring.

Section 13: Signature(s) of Compliance

I have read and fully understand the above SOP. I will adhere to all stated regulations and safety measures when using this chemical.

Name (Print)

Signature and Date

Name (Print)

Signature and Date

Name (Print)

Signature and Date

Name (Print)

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Name (Print)

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