



STANDARD OPERATING PROCEDURE TEMPLATE

#1	CONTACT INFORMATION	
Procedure Title	Robot Control Laboratory Standard Operating Procedure	
Procedure Author	Aykut Satıcı	
Creation/Revision Date	April 23, 2024	
Responsible Person	Aykut Satıcı	
Location of Procedure	MEC 103	
Approval Signature		
#2	THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:	
<input type="checkbox"/> Generic laboratory procedure		
#3	PROCESS OR EXPERIMENT DESCRIPTION	
Generic laboratory procedure for performing work on or with robots in the lab as well as the use of computer resources.		
Frequency:	As necessary	
Duration per Expt:	N/A	
#4	SAFETY LITERATURE REVIEW & HAZARD SUMMARY	
1. Hazardous Substances <i>Batteries for robot actuators.</i>		
2. Other Hazards Electrical and mechanical hazards.		
3. References Safety resources are available at http://web.stanford.edu/dept/EHS/cgi-bin/lcst/creating-standard-operating-procedures/ .]		
#5	STORAGE REQUIREMENTS	

Always keep robot batteries in the battery container.

#6 STEP-BY-STEP OPERATING PROCEDURE

Describe the possible risks involved with failure to follow a step in the SOP in the right hand column.]

Step-by-Step Description of Your Process or Experiment	Potential Risks if Step is Not Done or Done Incorrectly (if any)								
1. Don personal protective equipment. <input type="checkbox"/> other: <u>Use masks if soldering for extended periods.</u>	Soldering fumes can be hazardous if subjected to for extended periods of time.								
2. Check the location/accessibility/certification of the safety equipment that serves your lab:									
<table><tr><td>ITEM</td><td>STATUS</td></tr><tr><td>Eyewash/Safety Shower</td><td>Location: <u>The restroom.</u></td></tr><tr><td>Fire Extinguisher</td><td>Location: <u>MEC 104</u></td></tr><tr><td>Telephone</td><td>Location: <u>MEC 104</u></td></tr></table>		ITEM	STATUS	Eyewash/Safety Shower	Location: <u>The restroom.</u>	Fire Extinguisher	Location: <u>MEC 104</u>	Telephone	Location: <u>MEC 104</u>
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3. Clean up work area and lab equipment. [Describe specific cleanup procedures for work areas and lab equipment that must be performed after completion of your process or experiment. For carcinogens and reproductive toxins, designated areas must be immediately wiped down following each use.]									

#7 EMERGENCY PROCEDURES

Please refer to the emergency plan in place document.

#8 TRAINING REQUIREMENTS

General Training (check all that apply):

☐ General Lab Safety training.

Location Where Records Maintained:

In the Laboratory Safety Folder over the cubicle next to the lab entrance.

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