

**STANDARD OPERATING PROCEDURE TEMPLATE**

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| #1 | **CONTACT INFORMATION** |

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| **Procedure Title** | | | **Robot Control Laboratory Standard Operating Procedure** |
| **Procedure Author** | | | **Aykut Satici** |
| **Creation/Revision Date** | | | **April 23, 2024** |
| **Responsible Person** | | | Aykut Satici |
| **Location of Procedure** | | | MEC 103 |
| **Approval Signature** | | |  |
| #2 | **THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:** | | |
| **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   Batteries for robot actuators.   1. Other Hazards   Electrical and mechanical hazards.   1. 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.  other: Use masks if soldering for extended periods. | 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:   |  |  | | --- | --- | | **Item** | **Status** | | **Eyewash/Safety Shower** | Location: The restroom*.* | | **Fire Extinguisher** | Location: MEC 104 | | **Telephone** | Location: MEC 104 | |  | | 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. |  |  |  | | --- | --- | | **Location Where Records Maintained:** | In the Laboratory Safety Folder over the cubicle next to the lab entrance. | | | | |