

Standard Operating Procedure Authorized Format

(For safe use of hazardous materials and/or equipment)

Directions: Use this Standard Operating Procedure (SOP) format as a guideline for creating a written procedure for any activity to be utilized that could generate hazardous materials or present health or safety hazards. SOPs must be on file with the Department/College and/or PI covering any procedure or activity utilized within any preparation room, facility, or laboratory used for, or in relation to, teaching, research or grant work.

Procedure Name: _____

SOP Prepared by: _____

Submission date: _____

A. Procedure Purpose:

Describe the purpose and use of this procedure:

B. Location

This procedure may be performed at the following location(s):

C. Hazards

The following materials and/or equipment associated with this procedure may present exposure risk or physical health hazards. Safety precautions are prudent and mandatory.

D. Engineering Controls

Before performing this procedure, the following safety equipment must be accessible and ready for use (e.g. biological safety cabinet, chemical fume hood, chemical spill kit, etc.)

E. Protective Equipment

Before performing this procedure, the following personal protective equipment must be obtained and be ready for use (e.g. acid resistant gloves, safety eyewear, lab coat, chemical splash apron)

F. Waste Disposal

This procedure will result in the following regulated waste that must be disposed of properly for compliance with environmental regulations (refer to department waste disposal SOP's).

