

Laboratory Standard Operating Procedure (SOP) Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOP Title:** |  | | | |
| **Author(s):** | | | **Date:** | |
| **PI review/approval.**  **Print PI Name:** | | | **PI Signature:** | |
| **SCOPE AND APPLICABILITY** | | | | |
| **Department:** | | | | |
| **Research Group:** | | | | |
| **Lab Bldg., Room(s):** | | | | |
| **Brief Procedure Description:** | | | | |
| All lab personnel are required to wear the following **basic minimum PPE** when entering a lab: Long Pants, Closed Shoes (no sandals, clogs, open weaves, mesh fabrics, backless shoes, etc.), Fully Buttoned Lab Coat, Eye Protection (safety glasses always, safety goggles when working with liquids), appropriate gloves. | | | | |
| ***List all SDS, or other chemical hazard information sources (and where to find them) relevant to this procedure:*** | | | | |
| **Step by Step Procedure**  Enumerate the steps to be followed in performing the procedure, any hazards associate with each step, and the required precautions/control methods required to avoid harm. The steps should be detailed and should include prohibited activities and cautionary statements, where applicable. Include waste management/disposal requirements in procedure. | | | | |
| **Task** | | **Hazards** | | **Precautions/Control Methods** |
| 1. Read this entire procedure and review all relevant SDS or other chemical hazard information. | | Not reading the procedure completely or reviewing SDS, leading to lack of understanding of procedure and associate hazards. | | Read entire procedure, review all relevant SDS. Ask PI questions if unsure about how to perform any step in the procedure. |
| 1. Put on PPE. | | Failure to wear appropriate PPE increases the risk of serious injury or illness. | | In addition to the minimum PPE required in the lab (and listed above) the following additional PPE is required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Verify the all safety equipment (fume hood, emergency shower/eyewash, etc.) is available and working properly. | | Inoperable safety equipment eliminates important hazard control mechanisms and protections. | | If equipment is inoperable, the procedure outlined in this SOP may not proceed until repairs are made and all equipment is operating properly. |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| Etc. | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |

|  |  |  |
| --- | --- | --- |
| **SPECIAL PRECAUTIONS** | | |
|  | Before conducting this procedure, personnel must complete the following training: | |
|  | Personnel conducting this procedure must have the following medical surveillance in place: | |
|  | Other: | |
| **EMERGENCY PROCEDURES**  This section is for any emergency procedures different from standard responses, or for additional emergency information due to the nature of materials or tasks in the procedure. | | |
| Fire/Explosion: | |  |
| Chemical Spill: | |  |
| Personal exposure or other medical emergency: | |  |