



Standard Operating Procedures (SOPs)

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Standard Operating Procedures are written safety guidelines for work with hazardous substances and equipment. A SOP demonstrates "pre-thinking" and consideration of specific hazards associated with an experiment.

SOPs may stand alone as an individual document or be incorporated into the documentation of a lab notebook. A SOP should include the following safety information:

- What hazardous materials will be used?
- What special equipment or precautions are required?
- What possible emergencies could arise (chemical spill, electrical shock, and fire) and what would be the response?
- How will hazardous wastes be disposed?
- Are there ways to reduce exposure by performing a smaller scale experiment, substitution of materials, engineering controls, or personal protective equipment?

The next page has a template that can be used to create SOPs for individual labs. Any questions about SOP's, feel free to contact EH&S at 683-4495.

Spill and Accident Response Procedure: *Describe all emergency procedures including spill clean up.*

Information needed:

Emergency phone numbers

Spill kit locations

First aid kit location

Steps to taken in the event of a:

Spill

Fire or evacuation

Medication Emergency

Weather or other Natural Disaster

Mechanical/ facility concerns

Suspicious person or activities

Oral Threat

Records: Include any records

Notes: