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).

Submission date:

G. Accidental Spill or Injury

In the event a hazardous material spill occurs during this procedure or if an injury results, be prepared to execute the following emergency procedure(s) and complete required reports in a timely fashion (refer to department spill and injury SOPs).

H. Procedure

Describe the procedure in detail.

I. Authorization

Sign and date this SOP authorization and submit the completed SOP to the Principal Investigator and/or College/Dept. for approval.

Signature	Name (Print)	Date	Room #
J. PI/Department Certification The PI and/or Department must review and approve each SOP before implementation of any SOP can begin.			
This Standard Operating Procedure has been approved by the College of Science and Mathematics.			
Principal Investigator	Appro	oved on Date	

Any modification of this procedure must be submitted to the committee for review and approval prior to implementation.