LABORATORY-SPECIFIC STANDARD OPERATING PROCEDURE (SOP)

PI/Supervisor:	
Building:	Room Number:
Department:	Date:

According to the Material Safety Data Sheet (MSDS) for the chemical specified below special precautions must be taken when working with this chemical. Below are some of the characteristics followed by some recommendations in handling the chemical and finally any paperwork needed in order to use the chemical in the laboratory. This Standard Operating Procedure will be followed along with the requirements of the Chemical Hygiene Plan.

Chemical Name: _____

Brief Description of Proposed Chemical Work:

Brief Safety Overview:

- The Principal Investigator is responsible for training employees using the material on site. The training should include a discussion of the known and potential hazards; an explanation of the relevant policies, techniques and procedures including the proper use of personal protective equipment, emergency/spill procedures and containment equipment (engineering controls).
- Limit access to authorized users.
- Minimize the possibility of inadvertent ingestion, inhalation and direct skin or eye contact with the substance.
- Chemical has been placed in the Chemical Inventory (EHS Assistant)
- Require annual training.

Routes of Exposure: (Note PEL or TLV if applicable)

Skin-_____
Inhalation-_____
Ingestion- _____
Injection- _____

Toxicological Effects:

Acute effects/ Precautionary Safety Measures:

Chronic effects/ Precautionary Safety Measures:

Handling Instructions:

Location – Engineering Controls:

Ventilation (example: Fume Hood, Canopy Hoods, etc):

_____

Designated area (specify):

_____

Bio-Safety Cabinet (If yes, describe):

_____

PPE Required:

Skin/Body Protection (example: Lab Coat):_____
Face shield:_____
Respirator (example: N95):_____
Hand protection (example: Nitrile gloves):_____

Cleanup/Decontamination Procedures for Work Area After Use:

Exposure Response and First Aid Measures

Skin: _____
Eyes: _____
Inhalation: _____
Ingestion: _____

Emergency Procedure for Chemical Spills and Accidental Releases:

Decontamination Procedures (If Applicable):

Disposal Procedures:

This Standard Operating Procedure must be placed in the Chemical Hygiene Plan and the MSDS must be accessible. Also, all laboratory personnel must be familiar with safe handling practices (i.e., training with documentation of training) when working with these chemicals. This must be incorporated into the comprehensive chemical hygiene plan of the laboratory.

If you have any questions regarding a comprehensive mandatory laboratory chemical hygiene plan please contact your PI or Environmental Health and Safety ext-5497.

For any other questions or concerns, please contact

PI Contact Information

Date: _____
Name: _____
Location: _____
Office Phone: _____
E-mail: _____

P.I. Signature _____