Standard Operating Procedure for SOP\_Title

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| Department: | Choose a department.Enter department here if not listed. |
| Principal Investigator: | PI name. |
| Group Safety Coordinator/Lab Manager: | Name of safety contact. |
| SOP written by:*All author’s names should be recorded in “Changes” section.* | Name of current author of SOP. |
| Date of this version of the SOP: *Dates of revisions should be recorded in “Changes” section.* | Click here to enter the date of this version of the SOP. |
| Date SOP was approved by PI/lab supervisor: | Click here to enter date SOP was approved. |
| Lab Phone: | Enter the lab phone number |
| PI’s Phone: | Enter the PI office or mobile phone number |
| Location(s) covered by this SOP: | Enter the building and room number |
| Emergency contact information for this location: | Enter contact information of lab personnel to be notified in case of emergency. |

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| Type of SOP: | [ ] Hazardous material(SOP describes a specific hazardous chemical) | [ ] Hazardous class(SOP describes a group of hazardous materials ) | [ ] Hazardous Process(SOP describes a hazardous process or equipment) |

**NOTE**: This SOP is intended as an initial resource and as a general reference regarding the topic discussed. It is not a substitute for hands-on training and supervision by experienced laboratory personnel. The Principal Investigator must review and approve of all information in this document for the SOP to be valid and useable.

*This SOP is not complete until: 1) Clear and detailed instructions are written that will ensure safe handling of the material or safe performance of the procedure, and 2) SOP has been approved and dated by the PI or laboratory supervisor.*

Print a hardcopy and insert into your *Laboratory Safety Manual* and *Chemical Hygiene Plan*.

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# Purpose

Describe the purpose of this SOP.

# Key Points

Summarize the most important aspects, hazards or issues.

# Hazard Awareness

## Definition of terms

Define key terms.

## **Hazards and pertinent regulati**ons

Discuss possible hazards and any applicable regulations.

## Means to control the hazards

Describe means to control or minimize the hazards.

## Examples of hazardous materials or processes

Give examples of hazardous materials or procedures.

# Important considerations

## **Prior approval from PI required?**

 Answer Yes or No. If Yes, consent must be obtained from the PI before performing the experiment or procedure.

## Consultation of other reference material, documents or knowledgeable persons required?

Enter reference material, links to documents or name of resource person.

## Pre-requisite training or skill?

Enter any pre-requisite training or skill.

## Experiment Risk Assessment required?

If necessary, consult this link: [Risk Assessment for Chemical Experiments](http://www.drs.illinois.edu/site-documents/RiskAssessmentWorksheet.docx)

Enter any required risk assessment step or procedure.

## Other important considerations:

Any special First Aid concerns? Any special tips or tricks?

# **Emergency response**

## Introduction to emergency response

Enter introductory material here that discusses likely emergency scenarios and response plans.

## Necessary emergency equipment

List equipment that should be on hand to deal with emergencies.

## What to do if there is a spill or a fault in the process.

List steps to take in case of a release of material or a fault in the process.

## What to do if there is an exposure or injury

List the steps to take in case of exposure or injury.

# Storage

## Considerations for safe storage of materials

Specify storage requirements, and incompatibilities.

## Quantity limits and other considerations

Specify applicable regulatory or self-imposed storage quantity limits.

# Work Practices and Engineering Controls

## Introduction to work practices and engineering controls

Enter introductory material on the subject of work practices and engineering controls here.

## Designated area to work with the material or process

Specify the designated area to perform these procedures.

## **Necessary engineering or administrative controls.**

If necessary, consult the [Campus guidance chemical fume hoods](https://www.drs.illinois.edu/SafetyLibrary/ChemicalFumeHoods).

Specify required controls.

## **Required Personal Protective Equipment (PPE).**

If necessary, consult the [Campus guidance on personal protective equipment.](https://www.drs.illinois.edu/SafetyLibrary/PersonalProtectiveEquipment)

Specify required PPE.

# Detailed procedures or techniques

## Step-by-step procedures

Describe in detail the proper procedures or techniques.

## Waste disposal procedure.

If necessary, consult the [Campus waste disposal guide](https://www.drs.illinois.edu/site-documents/WasteDisposalGuide.pdf) and [chemical waste quick start guide.](https://www.drs.illinois.edu/Waste/ChemicalWasteQuickStartGuide)

Describe the proper waste disposal procedures.

# Record of changes made to this SOP

Describe the changes made to this document since its creation.

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| **Date of change** | **Changed by** | **Description of change** |
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Standard Operating Procedure for SOP\_Title

# Training record

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| **Training Date** | **Name of Trainer** | **UIN of Trainer** | **Initials of Trainer** | **Name of Trainee** | **UIN of Trainee** |
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