



## Standard Operating Procedures (SOPs)

### **Standard Operating Procedures (SOPs):**

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.

## Sample Standard Operating Procedure Template

**Title of Procedure:** *One safety SOP can be used for more than one experimental protocol if the material/equipment being used and potential hazards are the same*

PI:	Lab Location:
Issue Date:	Revision Date:
Prepared by:	Approval Signature:

**Regulatory requirements, approvals and permits:** *List all committee approvals (i.e. Institutional Biosafety Committee (IBC)) or permitting needed.*

**Definitions:** *Define key terms*

**Procedural Methods and Materials:** *In this area describe:*

*Signage & Labeling*

*Access to laboratory*

*Methods to minimize personal exposure*

*Methods to prevent the release of infectious agents*

*Experimental methods*

*Standard microbiological methods*

**Hazard Identification and Risk of Exposure to the Hazards:** *Describe the risk of the agents being handled in the laboratory. Determine if immunization is needed.*

**Safety Equipment and Personal Protection Equipment (PPE):** *Describe the equipment present in the facility and operation and maintenance.*

*Include:*

*Biosafety cabinets – annual certification*

*Autoclaves – Quality Control protocols*

*Centrifuges- record keeping*

*PPE- types available, use and cleaning procedures*

**Cleaning & Disinfection:** *Describe Surface decontamination and cleaning procedures and types disinfection used.*

**Waste Generation and Disposal Methods:** *Identify the types of waste generated and procedures for handling biological waste including contaminated, non-contaminated waste and use of sharps containers.*

**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:**