

**STANDARD OPERATING PROCEDURE**

**Operation/Equipment**

According to manufacturer’s guidelines and required policies within the laboratory and university special precautions must be taken when operating equipment or performing procedures within the laboratory. The following information includes recommendations for operation and any procedures needed in order to operate equipment within the laboratory. This Standard Operating Procedure will be followed along with the requirements of the Chemical Hygiene Plan and Institutional Biosafety Manual.

Brief description of operation and/or equipment in use:

***\*\*Attach additional pages as needed\*\****

**Brief Safety Overview:**

● The Principal Investigator is responsible for training employees using the equipment on site. The training should include a discussion of the known and potential hazards of material used in conjunction with material; 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.

● Require applicable training.

**Handling and Storage Instructions**

Material used during operation/in equipment:

Location of operation/equipment:

Example: (Special handling procedures required):

***PPE required:***

Skin/Body Protection (example: Lab Coat)

Eye protection

Face shield

Respirator (example: N95):

Hand protection (example: Nitrile gloves):

Cleanup/Decontamination procedures for work area/equipment after use:

**Procedure for Spill Cleanup and Accidental Releases of Material within the Equipment or during Operation**

**Equipment Disposal Procedures**

This Standard Operating Procedure must be placed in the Chemical Hygiene Plan. All laboratory personnel must be familiar with safe handling practices (i.e., training with documentation of training) when working with this equipment. 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 Representative at Environmental Health and Safety (292-1284).For any other questions or concerns, please contact:

**PI contact information**

Name:

Office Phone:

Cell phone:

Date:

E-mail:

Home phone:

P.I. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_