

Standard Operating Procedure

for work with *enter chemical (with CAS#) or process.*

PI:	Building(s):
PI Signature:	Room Number(s):
Date:	SOP Revision Date:

Work involves a Particularly Hazardous Substance (PHS)? <input type="checkbox"/> Carcinogen <input type="checkbox"/> Reproductive Toxin <input type="checkbox"/> High Acute Toxicity <input type="checkbox"/> Air Reactive/Pyrophoric <input type="checkbox"/> Water Reactive <input type="checkbox"/> Explosive/Unstable
Prior Approval: This procedure is considered hazardous enough that prior approval is needed from the Principal Investigator: <input type="checkbox"/> Y <input type="checkbox"/> N
Designated Work Area:

1. Hazard Identification

a. Preparation and Use:

Note: If identified as a **process**, provide additional detailed procedural steps for the use of **each** hazardous chemical in **Section 5**, below.

b. Potential Hazards and Risk:

2. Hazard Control

a. Selection and Purchasing:

b. Engineering Controls:

<input type="checkbox"/> Fume hood <input type="checkbox"/> Biosafety cabinet <input type="checkbox"/> Glove box <input type="checkbox"/> Vented gas cabinet <input type="checkbox"/> Other (List below: <i>include controls such as pressure relief valves, intrinsically safe hot plates, auto shut-offs</i>):
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c. Required Personal Protective Equipment (PPE): *List any specific PPE required for this chemical/procedure.*

<input type="checkbox"/> Safety Glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Lab Coat (type)
<input type="checkbox"/> Chemical apron <input type="checkbox"/> Gloves (type):
<input type="checkbox"/> Chemical Splash Goggles <input type="checkbox"/> Respirator (type):
<input type="checkbox"/> Other:

d. Administrative and Work Practice Controls: *List any specific work practices needed to perform this procedure (e.g., cannot be performed alone, must notify other staff members before beginning, etc.).*

e. Storage and Transportation:

3. Emergencies, Spill Procedures, and Exposures/Unintended Contact

4. **Waste:** *How will any waste that is produced be properly disposed.*

5. **Details of Process:** *A journal article or other document describing the process can be attached.*

A large, empty rectangular box with a thin black border, intended for attaching a document as described in the text above.