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| 2_color_pos_EHSS_CMYK | STANDARD OPERATING PROCEDURE |
| **<SOP TITLE>** |
| College/Dept: |  | Building/Room: |  |
| Laboratory Name: |  | Revision: |  |
| Principal Investigator: |  | Author: |  |
| Before the worked detailed in this procedure may begin, the intended user must read and understand this document.This document must be approved by the PI, the college’s safety liaison, and EHSS.Any changes to this document, however minor, must be submitted for approval by the PI, the college’s safety liaison, and EHSS.The “buddy system” will be in place whenever any work is conducted. |
| **Approval**  |
| Intended User: |  |  |  | ­­­­­­­ |  |  |
| Name, Title |  | Signature |  | Date |  |
|  |  |  |  | ­­­­­­­ |  |  |
|  | Name, Title |  | Signature |  | Date |  |
| Reviewed and Approved by: |  |  |  |  |  |  |
|  | Name, Title |  | Signature |  | Date |  |
|  |  |  |  | ­­­­­­­ |  |  |
|  | Name, Title |  | Signature |  | Date |  |

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| **Overview** |
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| **Scope** |
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| **Potential Hazards** |
| [ ]  | Chemical | [ ]  | Thermal | [ ]  | Hydraulic | [ ]  | Electrical | [ ]  | Slip/Trip | [ ]  | Biological |
| [ ]  | Mechanical | [ ]  | Radiation | [ ]  | Pneumatic | [ ]  | Fire | [ ]  | Fall | [ ]  | Other |
| Hazard Specifics: | <Chemical name, hazard source, pressure, voltage, working height, etc.> |
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| **Engineering Controls (EC)** |
| [ ]  | Fume hood | [ ]  | Biosafety Cabinet | [ ]  | Other Local Exhaust  | [ ]  | Shielding | [ ]  | Other |
|  EC Specifics: | < if necessary, identify type, location, flow requirements, material requirements, etc.> |
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| **Training Requirements** – except for classroom lab safety, must be completed prior to performing the procedure |
| [ ]  | Classroom Laboratory Safety Awareness | [ ]  | Radiation Worker |
| [ ]  | Online Safety Topics (specify): |  |
| [ ]  | Lab/Work Group Specific Training (specify): |  |
| [ ]  | Other (specify): |

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| **Personal Protective Equipment (PPE)** |
| [ ]  | Safety glasses | [ ]  | Safety goggles | [ ]  | Face shield & safety glasses | [ ]  | Face shield & safety goggles |
| [ ]  | Lab coat | [ ]  | Apron | [ ]  | Tyvek suit | [ ]  | Tyvek sleeves |
| [ ]  | Gloves | [ ]  | Leg coverings | [ ]  | Hard hat | [ ]  | Hearing protection |
| [ ]  | Respirator | [ ]  | Shoes | [ ]  | Fall protection | [ ]  | Other |
| PPE Description: | <e.g. Nitrile gloves - 22 mil, elbow length; Safety goggles – indirect venting> |
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| **Equipment, Materials, Supplies, & Facility Requirements** |
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| **Handling, Work Area & Storage Requirements**  |
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| **Emergency Response Equipment & Supplies**  |
| [ ]  | Eyewash | [ ]  | Fire extinguisher  | [ ]  | First aid kit  | [ ]  | Calcium gluconate gel (HF use) |
| [ ]  | Safety shower | [ ]  |  [Fire blanket](http://www2.boisestate.edu/ehs/EHS%20Policies-Programs/Spill%20Kit%20Supplies%20-%20General%20Laboratory.pdf)  | [ ]  | Spill kit | [ ]  | Emergency gas shutoffs |
| [ ]  | Drench hose | [ ]  | Other: |
| Description: | <e.g. Spill kit – hydrofluoric acid compatible supplies to clean up 500mL spill.> |
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| **Decontamination & Waste Disposal**  |
| <e.g Waste nitric acid, aqueous, 10%. Roughly 1 liter / week indefinitely. Store in 2.5L glass bottle. Coordinate pickup with EHS.> |
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| **Spill Response** |
| <e.g., absorbent pads, neutralizing agent, pH paper, PPE, call EHSS, call 911> |
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| **Additional Safety Information**  |
| Review of applicable safety references such as material safety data sheets to ensure appropriate protective measures, spill supplies, and first aid procedures. |
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| **References**  |
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| **Procedure**  |
| **STEPS** |
|  | **Potential Hazards** | **EC, Haz. Mitigation Device, PPE** |
| 1. **<Step1>**
 |  |  |
| 1. <Substep>

<Photo/Diagram> |
|  | **Potential Hazards** | **EC, Haz. Mitigation Device, PPE** |
| 1. **<Step2>**
 |  |  |
| 1. <Substep>

<Photo/Diagram> |