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| 2_color_pos_EHSS_CMYK | | | STANDARD OPERATING PROCEDURE | | | | | | | | |
| **< TITLE>** | | | | | | | | |
| College/Dept: | |  | | | | | Building/Room: |  | | | |
| Laboratory Name: | |  | | | | | Revision: |  | | | |
|  | | |  |  | | | | | | | |
| **Approval** | | | | | | | | | | | |
| Authored by: |  | | | |  |  | | | ­­­­­­­ |  |  |
| Name, Title | | | |  | Signature | | |  | Date |  |
| Reviewed and Approved by: |  | | | |  |  | | | ­­­­­­­ |  |  |
|  | Name, Title | | | |  | Signature | | |  | Date |  |

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| **Procedure Type** | | | | | | | | | | | | | | | | | | | | | | |
| ☐ | Process/Protocol | | | | | | | | ☐ | | Chemical | | | | | | | ☐ | | Hazard Class | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Brief 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.> | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **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.> | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **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.> | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **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** | | | |
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| **REQUIRED EC & PPE\*** | | | |
| <List EC & PPE for majority of steps – identify changes in specific step(s)> | | | |
|  | \* Applicable to all steps and substeps unless otherwise noted. | | |
|  | | | |
| **SYSTEM DESCRIPTION** | | | |
| <Include applicable text and/or pictures to describe components such as valves, gauges, controls, etc.  (as deemed necessary)> | | | |
|  | | | |
| **STEPS** | | | |
| 1. **<Step1>** | | | <Changes in Required EC & PPE>  <Photo/Diagram> |
|  | | 1. <Substep> | <Photo/Diagram> |
|  | | 1. < Substep> | <Photo/Diagram> |
| 1. **<Step2>** | | | <Changes in Required EC & PPE>  <Photo/Diagram> |
|  | | 1. <Substep> | <Photo/Diagram> |
|  | | 1. < Substep> | <Photo/Diagram> |