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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 |
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| **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.> |
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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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| **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. |
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| **SYSTEM DESCRIPTION** |
| <Include applicable text and/or pictures to describe components such as valves, gauges, controls, etc. (as deemed necessary)> |
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| **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> |