Laboratory Standard Operating Procedure Click or tap here to enter text.

**Procedure** Write instructions to be followed while working with the chemical(s) listed above or when performing procedure. Reference laboratory protocol # if one is already available. Steps should include enough detail so a person may perform the task without questions:

**List Chemicals** Include common name and abbreviation, and which phase it is in. Identify potential hazards associated with the chemicals used, procedure performed, or generated during the reaction:

|  |  |
| --- | --- |
| **Chemicals Used and generated during process** | **Hazards** |
| Phase (Solid / Liquid / Gas) list phase change during process (if applicable) | Flammable | Corrosive | Carcinogen | Reproductive | Acutely Toxic | Pyrophoric | Water-Reactive | Shock Sensitive | Unstable | Sensitizer | Biological Toxin | Other Hazards or incompatibilities (list) |
|  | Choose an item. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Choose an item. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Choose an item. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Choose an item. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Choose an item. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | Choose an item. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |

**Personal Protective Equipment** Standard PPE (long pants, close toe shoes, eye protection) should always be worn in the lab. The section below is for additional PPE required due to the unusual nature of materials involved:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Goggles (indirect vented) | [ ]  | Face shield |
| [ ]  |  Laboratory Coat Type Choose an item. | [ ]  | Apron |
| [ ]  | Glove Type Choose an item. | [ ]  | Double gloves Choose an item. |
| [ ]  | Barrier/ bench top shield | [ ]  | Shoe cover |
| [ ]  | Other protective clothing, special lab coat, etc. (list type) |
| [ ]  | Respirator or N95 mask (If checked, contact EHS if not already in Respiratory program) |
| [ ]  | No additional PPE required. |

**Engineering Controls**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Fume Hood | [ ]  | Biological Safety Cabinet |
| [ ]  | Glove Box Inert air required [ ]  Yes [ ]  No | [ ]  | Snorkel |
| [ ]  | HEPA-filtered vacuum lines |
| [ ]  | Designated area for work (required for Particularly Hazardous Substances) with sign posted alerting of hazard in area |
| [ ]  | Other (list item or items) |

**Exposure Symptoms** Identify possible route of exposure and potential acute symptoms based on Chemical(s) /work performed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chemical | Inhalation | Injection | Absorbance | Ingestion | Symptoms |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

**Waste Disposal** Instructions on how to dispose of hazardous materials involved in work performed. Follow the University Hazardous Waste disposal guidelines. Please call EHS at 401-863-3353 for disposal questions.

**Emergency Response Call 401-863-4111**

Follow the University Emergency Response procedures for a spill, accident, injury, or exposure. Contact emergency response at 401-863-4111 in the event there is an unknown or hazardous spill, accident, injury, or exposure.