

Laboratory-Specific Standard Operating Procedures

**TITLE: SOP for the safe use of**

Date: Review Date: Revised:

Principle Investigator:

Authors (Names):

Department, Building, Room(s):

Contact Phone Number:

This SOP must be kept on file for all laboratory employee training and review.

**Section 1: (Check One)**

There are three methods that can be used to write SOPs. They are: by process (distillation, synthesis, chromatography, etc.); by individual hazardous chemical (benzene, phenol, arsenic, etc.); and by hazardous chemical class (flammable, corrosive, oxidizer, etc.).

\_\_\_\_\_ Process \_\_\_\_\_\_ Chemical \_\_\_\_\_ Hazard Chemical Class

**Section 2: Describe Process, Hazardous Chemical or Hazard Class**

Provide a general description of what activities are covered under this SOP.

**Section 3: Potential Hazards**

Describe the potential hazards for each process, hazardous chemical or hazard class. Include physical and health hazards.

**Section 4: Personal Protective Equipment**

Identify the required PPE. If a respirator is required, contact EH&S before using.

**Section 5: Engineering Controls**

Describe engineering controls that will be used to prevent or reduce employee exposure to hazardous chemicals.

**Section 6: Special Handling and Storage Requirements**

List storage requirements for hazardous chemicals involved with the SOP, including specific area, and policies regarding access to chemicals. Special procedures such as dating peroxide formers are appropriate here. Is a special “designated area” required?

**Section 7: Spill and Accident Procedures**

Indicate how spills or accidental release will be handled. List the location of appropriate emergency equipment. Any special requirements for protection of personal from exposure should be identified here.

* For Accidents:
* For Spills:

Chemical spill kit is located in cabinet under the sink. For all spills, large or small, refer to the [EHS 200.002, Chemical Spill Response Procedures](http://www.lsuhsc.edu/admin/pfm/ehs/docs/ehs200.02%20-%20Chemical%20Spill%20Response%20Procedure.pdf) (See attachment for spill response procedures). For large spills and accidents, place absorbent material on the spill, evacuate, and contact University Police (568-8999) or EH&S (952-1337).

**Section 8: Decontamination Procedures**

Specify decontamination procedures to be used for equipment, glassware, and clothing: including equipment such as hoods, lab benches, and controlled (special “designated area”) areas within the lab.

**Section 9: Waste disposal Procedures**

Waste must be disposed in accordance with [LSUHSC EHS 200.04, Chemical Waste Management Procedures](http://www.lsuhsc.edu/admin/pfm/ehs/docs/EHS200.04%20-%20Chemical%20Waste%20Management%20Procedures.pdf).

* Waste storage . . .
* To schedule a waste pick-up by EH&S, use the [bob.lsuhsc.edu](http://bob.lsuhsc.edu/) service request system.