Standard Operating Procedure

Read the Standard Operating Procedures Guidance document before filling out this form. Print out the completed form and keep a readily accessible hard copy in the lab (also keeping an electronic copy is highly recommended).

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| --- | --- |
| Date: |  |
| SOP Title: |  |
| Principal Investigator: |  |
| Room and Building: |  |
| Lab Phone Number: |  |

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| --- | --- |
| **Emergency Contact Information** | |
| Campus Security: |  |
| Environmental Health and Safety: |  |
| Safety officer: |  |
| Principal Investigator: |  |

Section 1 – Purpose

Section 2 – Process

Section 3 – Hazardous Chemicals

Section 4 – Potential Hazards

Section 5 – Approvals Required

Section 6 – Designated Area

Section 7 – Special Handling Procedures and Storage Requirements

Section 8 – Personal Protective Equipment

Section 9 – Engineering/Ventilation Controls

Section 10 – Spill and Accident Procedures

Section 11 – Waste Disposal

Section 12 - Decontamination

Section 13 – Process Steps

Training Documentation

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| **Name (printed)** | **Signature** | **Date** |
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