

**STANDARD OPERATING PROCEDURE**

**Chemical or Operation Name**

According to the Material Safety Data Sheet (MSDS) special precautions must be taken when working with the chemical described above. The following information includes the chemical characteristics of followed by recommendations for handling and any paperwork needed in order to use the chemical in the laboratory. This Standard Operating Procedure will be followed along with the requirements of the Chemical Hygiene Plan.

Classification (if applicable):

Brief description of proposed chemical work:

***\*\*Attach additional pages as needed\*\****

**Brief Safety Overview:**

● The Principal Investigator is responsible for training employees using the material on site. The training should include a discussion of the known and potential hazards; an explanation of the relevant policies, techniques and procedures including the proper use of personal protective equipment, emergency/spill procedures and containment equipment (engineering controls).

● Limit access to authorized users.

● Minimize the possibility of inadvertent ingestion, inhalation and direct skin or eye contact with the substance.

● Chemical has been placed in the Chemical Inventory (EHS Assistant)

● Require annual training.

**Routes of Exposure**

Skin -

Inhalation -

Ingestion-

Injection-

**Toxicological Effects**

Acute Effects/ Precautionary Safety Measures:

Chronic Effects/ Precautionary Safety Measures:

**Handling and Storage Instructions**

Example: (Preparation of the stock solutions):

Storage**:**

***Location – Engineering controls***

[ ]  Ventilation (example: Fume Hood, Canopy Hoods, etc):

[ ]  Designated area (specify):

[ ]  Bio-Safety Cabinet

***PPE required:***

[ ]  Skin/Body Protection (example: Lab Coat)

[ ]  Eye protection

[ ]  Face shield

[ ]  Respirator (example: N95):

[ ]  Hand protection (example: Nitrile gloves):

Cleanup/Decontamination procedures for work area after use:

**Exposure Response and First Aid Measures**

Skin:

Eyes:

Inhalation:

Ingestion:

**Emergency Procedure for Chemical Spills and Accidental Releases**

**Disposal Procedures**

This Standard Operating Procedure must be placed in the Chemical Hygiene Plan and the MSDS must be accessible. Also, all laboratory personnel must be familiar with safe handling practices (i.e., training with documentation of training) when working with these chemicals. This must be incorporated into the comprehensive chemical hygiene plan of the laboratory. If you have any questions regarding a comprehensive mandatory laboratory chemical hygiene plan please contact your Representative at Environmental Health and Safety (292-1284).For any other questions or concerns, please contact:

**PI contact information**

Name:

Office Phone:

Cell phone:

Date:

E-mail:

Home phone:

P.I. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_