



# CHEMICAL HYGIENE PLAN: STANDARD OPERATING PROCEDURE TEMPLATE

*Basic laboratory safety rules and procedures are outlined in the SCU Chemical Hygiene Plan however you may need to create laboratory-specific safety procedures to adequately address the unique hazards in your area. Use this template to create these.*

<b>#1</b>	<b>CONTACT INFORMATION</b>
<b>Procedure Title</b>	
<b>Procedure Author</b>	
<b>Date of Creation/Revision</b>	
<b>Name of Responsible Person</b>	
<b>Location of Procedure</b>	
<b>RESTRICTED SUBSTANCE Approval</b>	
<b>#2</b>	<b>THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:</b>
<input type="checkbox"/> <b>Specific laboratory procedure or experiment</b> <u>Examples:</u> synthesis of chemiluminescent esters, folate functionalization of polymeric micelles, etc.	
<input type="checkbox"/> <b>Generic laboratory procedure that covers several chemicals</b> <u>Examples:</u> distillation, chromatography, etc.	
<input type="checkbox"/> <b>Generic use of specific chemical or class of chemicals with similar hazards</b> <u>Examples:</u> organic azides, mineral acids, etc.	
<b>#3</b>	<b>PROCESS OR EXPERIMENT DESCRIPTION</b>
<b>Frequency:</b>	<input type="checkbox"/> one time <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> other: _____
<b>Duration per Expt:</b>	_____ minutes; or _____ hours

#4

**SAFETY LITERATURE REVIEW & HAZARD SUMMARY**

#5

**STORAGE REQUIREMENTS**

#6

**STEP-BY-STEP OPERATING PROCEDURE**

Step-by-Step Description of Your Process or Experiment	Potential Risks if Step is Not Done or Done Incorrectly (if any)
<p><b>Step 1:</b> Don personal protective equipment.</p> <p><input type="checkbox"/> appropriate street clothing (long pants, close-toed shoes)</p> <p><input type="checkbox"/> gloves; indicate type: _____</p> <p><input type="checkbox"/> safety goggles   <input type="checkbox"/> safety glasses   <input type="checkbox"/> face shield</p> <p><input type="checkbox"/> lab coats</p> <p><input type="checkbox"/> other: _____</p>	
<p><b>Step 2:</b> Check the location/accessibility/certification of the safety equipment that serves your lab including fume hoods, safety showers, spill kits, fire extinguisher, etc.</p>	
<p><b>Step 3:</b></p>	
<p><b>Step 4:</b></p>	
<p><b>Step 5:</b> Dispose of hazardous solvents, solutions, mixtures, and reaction residues as hazardous waste.</p>	
<p><b>Step 6:</b> Cleanup work area and lab equipment.</p>	
<p><b>Step 7:</b> Remove PPE and wash hands.</p>	

#7	<b>EMERGENCY PROCEDURES</b>
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#8	<b>WASTE DISPOSAL</b>
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#9	<b>TRAINING REQUIREMENTS</b>
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<b>General Training (check all that apply):</b> <input type="checkbox"/> Chemical Hygiene Plan <input type="checkbox"/> Other: _____	
<b>Location Where Records Maintained:</b>	
<b>Laboratory-specific training (check all that apply):</b> <input type="checkbox"/> Review of MSDS for other chemicals involved in process/experiment <input type="checkbox"/> Review of this SOP <input type="checkbox"/> Other: _____	
<b>Location Where Records Maintained:</b>	

#10

**PRIOR APPROVALS**

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