PURPOSE

*Describe relevant background information.*

Add purpose here.

Scope

*Identify the intended audience and/or activities where the SOP may be relevant.*

Add scope here.

Responsibilities

*Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP.*

* Identify personnel & responsibilities here.

Hazard Identification & Control Measures

*Include information on how to handle a particularly hazardous substance or experimentation using a certain piece of equipment. Instructions might include recommended hazard control measures, PPE, chemical transportation, and storage. Describe transport, receiving, and storage requirements. Include secondary containment, transport devices (carts, carriers, etc.), segregation requirements, any special temperature or atmospheric requirements, and container compatibility requirements.*

**A. Potential Hazards**

* **Chemical Hazards (CH):** List any chemical hazards.
* **Biological Hazards (BH):** List any biological hazards.
* **Physical Hazards (PH):** List any physical hazards.
* **Electrical Hazard (EH):** List any electrical hazards.
* **Other Hazards:** List any other hazards.

**B. Engineering Controls / Administrative Controls**

List any engineering/administrative controls used in this SOP (Fume Hood, Glove Box, Training, etc.).

**C. Personal Protective Equipment (PPE)**

List any specific PPE needed for this SOP (Safety Glasses, Lab Coat, Face Shield, Acid Resistant Apron, etc.).

Procedure

*Provide the steps required to perform this procedure (who, what, when, where, why, how).*

1. Add step-by-step operating procedure here.

Special Handling and Storage Requirements

*List applicable precautions for preparation and storage.*

* Add precautions here.

Waste Disposal Procedures

*List the types of waste (solid or liquid), the expected amount of waste generated, and how the waste should be handled when performing the procedure. Also list the hazard determination (flammable, oxidizer, corrosive, reactive, toxic) of the generated waste.*

* **Solid Waste:** List any solid waste generated & hazard determination here.
* **Liquid Waste:** List any liquid waste generated & hazard determination here.

Emergency Response (Spill & Accident Procedures)

*Indicate how spills, personnel exposure/injury, and other accidents should be handled and by whom. List the physical address on campus.*

Add emergency response procedures here.

**Emergency Contact Numbers:**

* Principal Investigator: xxx-xxx-xxxx
* Lab Manager: xxx-xxx-xxxx
* Poison Control Center: 800-222-1222
* Emergency: 911
* EH&S: 352-392-1591

**Physical Address on Campus:**

Add your lab’s address here.

References

*List resources that may be useful when performing the procedure, for example, Admin policies, standards, etc.*

Add references & resources here.

Documents and attachments

*List applicable forms that are required to be completed in the SOP. Attach any documents used in support of the SOP, e.g., flowcharts, work instructions, pictures or diagrams, forms, and labels.*

List applicable forms and attachments here.