

Standard Operating Procedure

[Click here to enter chemical name or class.](#)

This is an SOP template and is not complete until: 1) lab specific information is entered into the box below 2) lab specific protocol/procedure is added to the protocol/procedure section and 3) SOP has been signed and dated by the PI and relevant lab personnel.

Print a copy and insert into your
Laboratory Safety Manual and Chemical Hygiene Plan.
Refer to instructions for assistance.

Department:	Click here to enter text.
Date SOP was written:	Click here to enter a date.
Date SOP was approved by PI/lab supervisor:	Click here to enter a date.
Principal Investigator:	Click here to enter text.
Internal Lab Safety Coordinator/Lab Manager:	Click here to enter text.
Lab Phone:	Click here to enter text.
Office Phone:	Click here to enter text.
Emergency Contact:	Click here to enter text. (Name and Phone Number)
Location(s) covered by this SOP:	Click here to enter text. (Building/Room Number)

Type of SOP: ☐ Process ☐ Hazardous Chemical ☐ Hazardous Class

Purpose

[Click here to enter text.](#)

Physical & Chemical Properties/Definition of Chemical Group

CAS#: [Click here to enter text.](#)

Class: [Click here to enter text.](#)

Molecular Formula: [Click here to enter text.](#)

Form (physical state): [Click here to enter text.](#)

Color: [Click here to enter text.](#)

Boiling point: [Click here to enter text.]

Potential Hazards/Toxicity

[Click here to enter text.]

Personal Protective Equipment (PPE)

Respirator Protection

[Click here to enter text.]

Respirators should be used only under any of the following circumstances:

- As a last line of defense (i.e., after engineering and administrative controls have been exhausted).
- When Permissible Exposure Limit (PEL) has exceeded or when there is a possibility that PEL will be exceeded.
- Regulations require the use of a respirator.
- An employer requires the use of a respirator.
- There is potential for harmful exposure due to an atmospheric contaminant (in the absence of PEL)
- As PPE in the event of a chemical spill clean-up process

Lab personnel intending to use/wear a respirator mask must be trained and fit-tested by EH&S. This is a regulatory requirement.

Hand Protection

[Click here to enter text.]

NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with [Click here to enter chemical name or class.]

Refer to glove selection chart from the links below:

http://www.ansellpro.com/download/Ansell_8thEditionChemicalResistanceGuide.pdf

OR

<http://www.allsafetyproducts.biz/page/74172>

OR

<http://www.showabestglove.com/site/default.aspx>

OR

<http://www.mapaglove.com/>

Eye Protection

[Click here to enter text.]

Skin and Body Protection

[Click here to enter text.]

Hygiene Measures

[Click here to enter text.]

Engineering Controls

[Click here to enter text.]

First Aid Procedures

If inhaled

[Click here to enter text.](#)

In case of skin contact

[Click here to enter text.](#)

In case of eye contact

[Click here to enter text.](#)

If swallowed

[Click here to enter text.](#)

Special Handling and Storage Requirements

[Click here to enter text.](#)

Spill and Accident Procedure

Chemical Spill Dial 911 and 859 622-1111

Spill – Assess the extent of danger. Help contaminated or injured persons. Evacuate the spill area. Avoid breathing vapors. If possible, confine the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area (e.g., use caution tape, barriers, etc.).

Small (<1 L) – If you have training, you may assist in the clean-up effort. Use appropriate personal protective equipment and clean-up material for chemical spilled. Double bag spill waste in clear plastic bags, label and take to the next chemical waste pick-up.

Large (>1 L) – Dial 911 or 859 622-1111

Chemical Spill on Body or Clothes – Remove clothing and rinse body thoroughly in emergency shower for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S immediately.*

Chemical Splash Into Eyes – Immediately rinse eyeball and inner surface of eyelid with water from the emergency eyewash station for 15 minutes by forcibly holding the eye open. Seek medical attention. *Notify supervisor and EH&S immediately.*

Medical Emergency Dial 911 or 859 622-1111

Life Threatening Emergency, After Hours, Weekends And Holidays – Dial 911

Non-Life Threatening Emergency – Students can go to Student Health Center Located in Rowlett bldg. Faculty and Staff can go to their own physician or instant care facilities as they deem necessary. They should report incident to the Employee claims office. Faculty and staff are required to have Health insurance. In case it is determined that Worker compensation does not cover the incident.

Decontamination/Waste Disposal Procedure

[Click here to enter text.](#)

General hazardous waste disposal guidelines:

Label Waste

- Handle waste in accordance with the ECU Chemical Waste Handling Guide. (EHSRMI.eku.edu.) If you are unsure after consulting that guide contact the office of Public Health and Safety / EHS compliance 622-1111.

Store Waste

- Store hazardous waste in closed containers, in secondary containment and in a designated location
- Waste must be under the control of the person generating & disposing of it

Dispose of Waste

- Dispose of regularly generated chemicals per ECU Chemical Waste Handling Guide
- Call Public Health and Safety / EHS Compliance at 622-1111 for questions

Safety Data Sheet (SDS) Location

Online SDS can be accessed at MSDSONline

Protocol/Procedure (Add lab specific Protocol/Procedure here)

[Click here to enter text.](#)

NOTE

Any deviation from this SOP requires approval from PI/ Designated Person in Charge of Lab or equivalent Supervisor.

Documentation of Training (signature of all users is required)

- Prior to conducting any work with [Click here to enter chemical name or class.](#), designated personnel must provide training to his/her laboratory personnel specific to the hazards involved in working with this substance, work area decontamination, and emergency procedures.
- The Principal Investigator / Designated Person in Charge of Lab or equivalent Supervisor must provide his/her laboratory personnel with a copy of this SOP and a copy of the SDS provided by the manufacturer.
- The Principal Investigator / Designated Person in Charge of Lab or equivalent Supervisor must ensure that his/her laboratory personnel have attended appropriate laboratory safety training or refresher training within the last one year.

I have read and understand the content of this SOP:

Name	Signature	Date
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