# SOP Template for Work with Particularly Hazardous Substances

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| Date: |
| Principal Investigator/Lab Supervisor: |
| Room & Building: |

Section 1: Describe Process.

List the hazardous chemicals or operational hazards in this procedure, including concentration if applicable.

Section 2: Potential Hazards.

Describe the potential hazards; include physical and health hazards (ex. flammable, corrosive, reactive/unstable, carcinogen, reproductive toxin, etc.)

Section 3: Personal Protective Equipment.

Identify the required level of PPE and hygiene practices needed. PPE includes gloves, aprons, lab coats, eye protection, etc.

Section 4: Engineering Controls.

Describe engineering controls that will be used to prevent or reduce employee exposure to hazardous chemicals. This includes ventilation devices such as fume hoods. Include room number and location.

Section 5: Special Handling and Storage Requirements.

List storage requirements for hazardous chemicals involved with the SOP, including designated use areas, and policies regarding access to chemicals. Special procedures such as dating peroxide-forming chemicals and using secondary containment to transport chemicals are appropriate here.

Section 6: Spill and Accident Procedures.

Indicate how spills or accidental releases will be handled and by whom. List the location of appropriate emergency equipment (spill kit, eye washes, showers, and fire equipment). Any special requirements for personnel exposure should be identified here. If there is a spill or accident with a particularly hazardous substance, promptly notify both the supervisor and the UTIA Safety Office at 974-1153.

Section 7: Decontamination Procedures.

Specify decontamination procedures to be used for equipment, glassware, and clothing: including equipment such as glove boxes, hoods, lab benches, and controlled areas within the lab.

Section 8: Waste Disposal Procedures.

Indicate how waste will be contained and disposed of.

Section 9: Material Safety Data Sheet (MSDS) Locations.

Indicate the location of the MSDS for each hazardous chemical. Also, indicate the location of other pertinent safety information, i.e. equipment manuals, chemical references, etc.