**Standard Operating Procedure Template**

Read the Standard Operating Procedures Fact Sheet before filling out this form. Print out the completed form and keep a readily accessible hard copy in the laboratory and submit an electronic copy to the EHS Office. Keeping an electronic copy is also highly recommended.

|  |  |
| --- | --- |
| **ADVANCED SCIENCE RESEARCH CENTER** | **GRADUATE CENTER CUNY** |
| **Date** |  |
| **SOP Title** |  |
| **Principal Investigator** |  |
| **Department** |  |
| **Room & Building** |  |
| **Primary Phone Number** |  |

**Section 1 – Process or Experiment Description**

Provide a brief description of your process or experiment, including its purpose. Do not provide a detailed, sequential description as this will be covered in section #15 of this template.

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**Section 2** – **Hazardous Substances**

List substances used. Include substance name (in full), common name and abbreviation.

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| --- | --- |
| Substance Name |  |
| Common Name |  |
| Abbreviation |  |

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| **Comments:** |

**Section 3 – Potential Hazards**

List substances used. Include substance name (in full), common name and abbreviation.

Describe the potential hazards associated with the substances or the procedure.) Examples include:

1. Substance hazards such as carcinogenic, irritant, corrosive, acutely toxic

2. Reproductive hazards such as teratogens or mutagens

3. Allergies or substance sensitivities that may be associated with the substance

4. Physical hazards such as reactive, unstable, pyrophoric, implosion, exothermic, use of high

energy equipment.

5. Exposure to infectious agents

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| **Comments:** |

**Section 4** – **Routes of Exposure**

As applicable, describe the potential routes of exposure associated with the procedure such as

inhalation, injection, and absorption-skin/eye contact.

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| **Comments:** |

**Section 5 – Approval**

Use will be limited to the following personnel (check all that apply)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **No** |
| Principal Investigator |[ ] [ ]
| Graduate Students |[ ] [ ]
| Technical Staff |[ ] [ ]
| Post-doctoral employees |[ ] [ ]
| Undergraduates |[ ] [ ]
| Other (describe) |[ ] [ ]

**Section 6 – Training**

Training requirements: The user should demonstrate competency and familiarity regarding the safe

handling and use of this material prior to purchase.

Training should include the following:

• Review of current SDS

• Review of the OSHA Laboratory Standard

• Review of the Chemical Hygiene Plan

• Review CUNY Laboratory Manual

• Laboratory safety training (EH&S)

• Special training provided by the department/supervisor

• Review of the departmental safety manual

• Safety meetings and seminars

• Review of user manuals for equipment related to SOPs

**Section 7 – Personal Protective Equipment**

All personnel are required to wear the following personal protective equipment whenever handling this

material or equipment (check all that apply):

Check all that apply:

|  |
| --- |
| Safety glasses |[ ]
| Chemical safety goggles |[ ]
| Face shield |[ ]
| Gloves (*type*) |[ ]
| Laboratory coat |[ ]
| Rubber Coat – chemical apron |[ ]
| Other – describe: |[ ]

**Section 8 – Designated Area**

Designated work area(s) - Required whenever carcinogens, highly acutely toxic materials, or

reproductive toxins are used to minimize possible sources of exposure to these materials.

Materials used in this process or operation are restricted to the following designated areas in the laboratory.

Check all that apply:

|  |  |
| --- | --- |
| Demarcated area in the lab |[ ]  *describe* |
| Fume Hood |[ ]  *identify* |
| Glove Box |[ ]  *describe* |
| Other |[ ]  *identify* |

**Section 9** –**Storage Requirements**

Materials will be stored according to compatibility and label recommendations in a designated area.

Describe storage requirements for all hazardous materials, especially for highly toxic, highly

Reactive-unstable materials, highly flammable materials, and corrosives.

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| **Describe:** |

**Section 10** – **Special Handling Procedures**

Describe special handling requirements for hazardous materials used in your procedure, especially

for highly toxic, highly reactive or unstable, highly flammable, and corrosives materials.

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| **Describe:** |

**Section 11 – Engineering Controls**

**Guidance on Engineering and Ventilation Controls –** Consult SDS and review safety literature and

peer-reviewed journal articles to determine appropriate engineering and ventilation controls for

your process or experiment. Guidance is available from the EHS Office.

As applicable, describe the engineering controls used for the procedure.

Examples include:

1. Use of fume hoods or glove boxes

2. Special ventilation

3. HEPA filtered vacuum lines

4. Non-reactive containers

5. Temperature control

6. Bench paper, pads, plastic-backed paper

7. Special signage

8. Safe sharp devices

9. Other safety devices used

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| **Comments:** |

**Section 12** – **Decontamination**

**For hazardous material spills or releases which have impacted the environment (via the storm**

**drain, soil, or air outside the building) or for a spill or release that cannot be cleaned up by local**

**personnel take these two steps.**

(Insert contact numbers below and keep current.)

1. Notify the following

**a.** Public Safety: (212)-650-7777

**b.** EHS Office: (212)-650-5080

**c.** EHS Emergency: (917)-414-4608

2. Provide local notifications*:* Identify the area management staff that must be contacted and include their work and home numbers. This must include the principal investigator and may include the laboratory safety coordinator. *[DELETE PRECEDING GUIDANCE TEXT WHEN* *COMPLETE]*

|  |
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| **Describe:** |

3. **Small Spills Cleanup:**

In the event of a minor spill or release that can be cleaned up by trained local personnel using readily

available equipment the following steps may apply. Additional information specific to the campus

should be added below.

• Notify personnel in the area and restrict access.

• Review the SDS for the spilled material, or use your knowledge of the hazards of the material

to determine the appropriate level of protection.

• Wearing appropriate personal protective equipment, clean up spill.

• Collect in a compatible container, properly labeled, and ensure container is securely closed.

• Manage spill cleanup debris as hazardous waste.

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| **Comments:** |

4. **Clean up work area and laboratory equipment:**

Describe specific cleanup procedures for work areas and laboratory equipment that must be

performed after completion of your process or experiment. For carcinogens and reproductive toxins,

designated areas must be immediately wiped down following each use.

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| **Comments:** |

**Section 13 – Exposure: Emergency procedures to be followed (from SDS):**

Skin/eye contact--**Symptoms:**

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First Aid: Flush eyes with plenty of water for at least 15 minutes, occasionally lifting the upper and

lower lids. Get medical aid. Flush skin with plenty of soap and water for at least 15 minutes while

removing contaminated clothing and shoes. Get medical aid if irritation develops or persists.

Eyewash stations should not be used following injury with a known metal or similarly rigid solid

fragment. In this event, seek immediate medical attention.

Inhalation--**Symptoms:**

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First Aid: Remove from exposure to fresh air immediately. If not breathing give artificial respiration.

If breathing is difficult, give oxygen. Get medical aid.

Injection – Symptoms

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First Aid: OSHA Bloodborne pathogens – Universal Precautions when giving treatment. Get Medical Aid.

**Section 14 – Waste Disposal**

Collect the hazardous waste in a container that is compatible with the waste. Tightly cap and label

the container. Use preprinted hazardous waste labels to label all hazardous waste containers. Keep

hazardous waste containers in secondary containment trays in the satellite accumulation area.

Contact EHOS Office for pickup.

CHEMICAL WASTE GENERATED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chemical Name | State (S, L, G) | Hazardous | Non-Hazardous | What are hazards? | How is waste Managed? |
|  |  |[ ] [ ]   |  |
|  |  |[ ] [ ]   |  |
|  |  |[ ] [ ]   |  |
|  |  |[ ] [ ]   |  |
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|  |  |[ ] [ ]   |  |
|  |  |[ ] [ ]   |  |

**Section 15** – **Process Steps**

For each step’s description, include any step-specific hazard, personal protective equipment,

engineering controls, and designated work areas in the left-hand column.

|  |  |
| --- | --- |
| **PROCESS STEPS** | **SAFETY MEASURES** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.**  |  |
| **6.**  |  |
| **7.** |  |
| **8.** |  |
| **9.** |  |
| **10.**  |  |

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| **Comments:** |

**Training Documentation**

**Type of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Name (Printed)** | **Signature** | **Date** |
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**Prepared by: (Name) Date:**

**Reviewed/Revised:**

**\*A copy of the completed SOP must be filed with your EHS Office**