

Appendix E Standard Operating Procedures (SOP)

Standard Operating Procedures (SOP) are required by Occupational Safety & Health Administration's (OSHA) laboratory standard section (1910.1450(e3i)) to be developed and maintained by individual laboratories. A generic SOP template along with some EHS developed SOPs are available on the website under Research Safety.

Laboratories should have an SOP if:

- The chemical has a GHS signal word "Danger"
- Categorized as a known Carcinogen, Reproductive Toxin or a High degree of Acute Toxicity.
- Chemicals, biological agents, procedures or machinery requiring specific handling procedures, personal protection or engineering controls
- Compressed Gases
- Risk Group 2 or higher Biological Agents
- Select Toxins per CDC and USDA Regulations
- Agents which are used in approved animal studies

Requirements of an SOP:

- Name of chemical, infectious material, machinery or procedure is listed
- Laboratory specific procedures are listed
- Locations of procedures are clear and should be specific
- Handling Procedures are defined
 - o Engineering Controls
 - o Personal Protective Equipment
- Routes of Potential Exposure or physical hazards (whichever are appropriate) are defined
- Potential Toxicological Problems are defined (if applicable)
- First Aid procedures are defined
- Storage requirements are defined (if applicable)
- Emergency Procedures are explained
- Decontamination and/or Cleaning procedures are outlined
- Proper disposal methods are listed (if applicable)

Generic SOP use:

- Classes of chemicals with similar chemical properties, handling and disposal issues may be grouped in general SOP's using the template available on the EHS website. (Ex. Flammable liquids, compressed gases, corrosives)