**Laboratory Specific**

**Standard Operating Procedure Guidance**

Sweet Briar College

Chemical Safety Program

Please fill out and place in Chapter 3 of the Chemical Hygiene Plan

Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room: \_\_\_\_\_\_\_\_\_\_\_\_

Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Laboratory Supervisor/PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1**: (check one)

  Process  Hazardous Chemical  Hazard Class

**Section 2**: Describe the process, chemical hazard or hazard class

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**Section 3**: Potential hazards

**Section 4**: Personal protective equipment (PPE)

**Section 5**: Engineering controls

**Section 6**: Special handling and storage procedures

**Section 7**: Spill and accident procedures

**Section 8**: Decontamination procedures

**Section 9**: Waste disposal procedures

**Section 10**: SDS location

**Section 11**: Protocol

**Section 1** Check the appropriate box indicating the process/procedure, chemical hazard or hazard class if a group of similar chemicals is used.

**Section 2** Provide a description of the process, hazardous chemical, or hazard class; list all chemicals involved. If a hazardous chemical or hazard class, list the full chemical name and any common names or abbreviations.

**Section 3** Describe both physical and health hazards associated with the process, hazard or class

**Section 4** Indicate the level of PPE needed including, but not limited to, gloves, goggles, face shields, aprons, and lab coats.

**Section 5** List the engineering controls used to prevent and reduce exposure (e.g. fume hoods)

**Section 6** Indicate specific areas used for storage, including storage compatibility

**Section 7** List how spills will be handled. Indicate where emergency equipment is located and the location of emergency numbers.

**Section 8** List procedures including cleaning solutions and solvents that may be used.

**Section 9** Indicate which substances are required to be picked up by a scheduled hazardous waste disposal. Ensure that all hazardous waste is appropriately labeled “Hazardous Waste” and has documentation on it listing the identities of the chemical contents.

**Section 10** Specify the location of all SDS and any other chemical or safety manuals in the lab.

**Section 11** List specific procedures for working with this particular process, chemical hazard or hazard class.

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adapted from Michigan State University