

Standard Operating Procedure

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.
Location(s) covered by this SOP:	(Name and Phone Number)
	Click here to enter text.
	(Building/Room Number)

Type of SOP:

Purpose

Physical & Chemical Properties/Definition of Chemical Group

Potential Hazards/Toxicity

Personal Protective Equipment (PPE)

Engineering Controls

First Aid Procedures

Special Handling and Storage Requirements

Spill and Accident Procedure

Medical Emergency Dial 911 or x52111

Safety Data Sheet (SDS) Location

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

How To Write A Standard Operating Procedure Examples

Helen Lingard, Ron Wakefield



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