

STANDARD OPERATING PROCEDURE

Use this form to document the Health and Safety information associated with the procedure.

Procedure Title _____

Dept _____ **Bldg/Rm** _____ **Supervisor** _____

Procedure Overview (brief description of the project)

Health and safety information for materials used (briefly describe the hazards associated with the materials and/or equipment **OR** document your hazard assessment in Section II)

Hazard Control Measures

Please select which type of lab coat, eye protection, and hand protection will be used (Lab coat, eye and hand protection, and closed toe/heel shoes must be selected as required by Section D of the ISU Laboratory Safety Manual.)

<input type="checkbox"/> Latex gloves	<input type="checkbox"/> Insulated gloves	<input type="checkbox"/> Face Shield	<input type="checkbox"/> Respirator
<input type="checkbox"/> Nitrile gloves	<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Lab Coat	<input type="checkbox"/> Fume hood
<input type="checkbox"/> Neoprene gloves	<input type="checkbox"/> Vented goggles	<input type="checkbox"/> Apron	<input type="checkbox"/> Biosafety cabinet
<input type="checkbox"/> Vinyl gloves	<input type="checkbox"/> Splash goggles	<input type="checkbox"/> Dust mask	<input type="checkbox"/> Glove box
<input type="checkbox"/> Closed Toe/Closed Heel Shoes	<input type="checkbox"/> Flame Resistant Lab coat		

Other Control Measures Methods (Include step by step instructions detailing the process or attach this document to an existing method.)

Waste Disposal Procedures

First Aid Procedures

Spill/Release Containment, Decontamination, and Clean Up Procedures

Using Substances Requiring Special Procedures? No Yes

(If Yes; identify authorized personnel, designate a use area and specify specialized safety precautions here. Refer to Section B in the ISU Laboratory Safety Manual for details.)

Written By _____

Date _____

Approved By _____

Date _____

(PI or Lab Supervisor)

I. HAZARD ASSESSMENT

Use the hierarchy of controls to document the hazards and the corresponding control measure(s) involved in each step of the procedure.

Consider *elimination or substitution* of hazards, if possible.

Engineering Control(s): items used to isolate the hazard from the user (i.e. fume hood, biosafety cabinet).

Administrative Control(s): policies/programs to limit the exposure to the hazard (i.e. authorizations, designated areas, time restrictions, training).

Required PPE: indicate PPE including specific material requirements if applicable (i.e. flame resistant lab coat, type of respirator or cartridge).

Hazard	Engineering Control(s)	Administrative Control(s)	Required PPE

II. TRAINING RECORD

Use the following table to record the training associated with this Standard Operating Procedure.

Print Name	Signature	Trained By	Date