**Laboratory Standard Operating Procedure**

[chemical name]

Print a copy and insert into your laboratory’s Chemical Hygiene Plan.

This standard operating procedure (SOP) must be completed and accessible in the laboratory. The Principle Investigator must ensure that all laboratory personnel working with [chemical name] review the contents of this SOP.

Some information in this SOP is pre-populated. Include any additional laboratory specific procedures as required. Please refer to the corresponding Safety Data Sheet (SDS), [EHSS Guidance Document](http://ehss.syr.edu/laboratory-safety/guidance-documents/), and all other relevant safety literature for assistance completing this SOP.

**SECTION I: PHYSICAL & CHEMICAL PROPERTIES**

|  |  |
| --- | --- |
| **Chemical Name:** | [click to enter text] |
| **CAS:** | [click to enter text] |
| **Class:** | [click to enter text] |
| **Molecular Formula:** | [click to enter text] |
| **Molecular Weight:** | [click to enter text] |
| **Form (physical state):** | [click to enter text] |

**SECTION II: HAZARD SUMMARY**

Describe the associated health and physical safety hazards (e.g., toxicity, reactivity, flammability, corrosivity, PEL/toxicity data, contents under pressure, etc.):

[click to enter text]

**SECTION III: GENERAL LABORATORY RULES**

1. Work with [chemical name] is to be performed during standard Syracuse University operating hours only.
2. All operations involving [chemical name] must be conducted with two knowledgeable individuals present. Each must be familiar with the applicable procedures, remain in the general vicinity of the work area, and be prepared to provide assistance in the event of an incident.
3. Designated [chemical name] work and storage areas must be placarded with a hazard information sign.
4. All procedures are performed in a manner to minimize the creation of splashes or aerosols.
5. Eating, drinking, handling contact lenses, and/or applying cosmetics in the laboratory is prohibited at all times.

1. [click to enter text]

**SECTION IV: ENGINEERING CONTROLS**

1. Hazardous chemicals must be used only in an EHSS inspected and functioning chemical fume hood. Sash heights must be maintained as low as possible to minimize escaping fumes and provide a physical barrier.
2. Emergency eyewash stations and safety showers must be readily accessible near chemical use areas.
3. [click to enter text]

**SECTION V: PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All laboratory procedures must be performed under the guidelines for appropriate laboratory attire, as defined by the Syracuse University Chemical Hygiene Plan:

* Close-toe shoes,
* Long pants that covers the legs from the waist to the top of shoes, and
* Safety glasses or goggles.

In addition, the follow PPE is required:

1. **Eye Protection:** [click to enter text]
2. **Hand Protection:** [click to enter text]
3. **Body Protection:** [click to enter text]
4. **Respiratory Protection:** [click to enter text]

NOTE: Laboratory personnel assigned respirators must abide by the Syracuse University Respiratory

Protection program and receive required training, fit testing, and medical evaluations.

**SECTION VI: HYGIENE MEASURES**

1. Avoid contact with skin, eyes, and clothing.
2. Decontaminate and/or dispose of contaminated PPE.
3. Wash hands with soap and water immediately after handling hazardous chemicals.
4. [click to enter text]

**SECTION VII: REQUIRED EMERGENCY RESPONSE SUPPLIES**

The following materials must be readily available in or near the work area:

1. [click to enter text]

**SECTION VIII: STORAGE**

Describe the storage requirements; include relevant information such as segregation/reactivity, incompatible conditions and/or materials, and expiration date:

1. [click to enter text]

**SECTION IX: DISPOSAL PROCEDURES**

All chemical stocks and spent solutions are to be treated and disposed of hazardous waste.

1. Place the waste container in the satellite accumulation area in secondary containment. Ensure the waste bottle is fitted with a proper screw cap and affixed with an EHSS hazardous waste label.
2. [click to enter text]
3. Contact EHSS (315-443-9132) for disposal.

**SECTION X: TRANSPORT & SECURITY**

1. Laboratory access is restricted to authorized personnel only.
2. Hazardous chemicals must be in secondary containment when transported between building rooms.
3. [click to enter text]

**SECTION XI: SPILL & ACCIDENT RESPONSE PROCEDURE**

1. **Evacuate:** Immediately notify personnel in the affected area and evacuate the area.
2. **Notify:** Call DPS (315-443-2224) from a safe location outside of the affected area.
3. **Stay:** Stay in the safe location to meet emergency responders.
4. **Decontaminate:** Individuals exposed to a hazardous material should remove contaminated clothing and wash contaminated body area(s) with water.
5. **Do not re-enter the affected area**. First responders and EHSS will evaluate the incident, direct the cleanup, and alert personnel when it is safe to re-enter.

**SECTION XII: CHEMICAL SPILL CLEANUP PROTOCOL**

EHSS and/or first responders will oversee and direct a chemical spill cleanup. EHSS may seek assistance from an outside emergency response services provider depending on the location and/or severity of the spill. Only personnel who understand the hazards and are confident in their ability to safely and properly clean the spill may perform the cleanup.

1. Don all PPE described in *Section IV* of this SOP and avoid exposure to splashes and vapors during cleanup.
2. [click to enter text]
3. Collect all spill cleanup materials and dispose of as hazardous waste.

**SECTION XIII: FIRST AID PROCEDURES**

All laboratory exposures and injuries must receive immediate first aid and medical evaluation even if the injury appears minor. Contact DPS immediately (315-443-2224, or 711 from campus landline, or #78 from mobile phone) in the event of a laboratory incident. The manufacturer’s Safety Data Sheet (SDS) for the chemical used must be available in the laboratory and used as a reference for determining appropriate first aid measures.

1. **Skin Contact:** Immediately remove all contaminated clothing and rinse affected area with water for at least 15 minutes. [click to enter text]
2. **Eye Contact:** Flush with water at an emergency eyewash station for at least 15 minutes. Hold eyelids open while flushing. [click to enter text]
3. **Inhalation:** Move to fresh air. Seek medical attention immediately. [click to enter text]
4. **Ingestion:** Seek medical attention immediately. [click to enter text]

**SECTION XIV: INCIDENT REPORTING**

All laboratory incidents (e.g., injuries & near misses, spills, property damage, equipment failures) must be reported to EHSS. Complete the online [Incident Report Form](http://ehss.syr.edu/laboratory-safety/laboratory-incident-reporting/) as soon as it is safe to do so.

# Appendix A: User Training Log and Acknowledgement.

By signing below, I acknowledge that have I reviewed and understand the contents of this SOP and the contents of the SDS specific to the [chemical name] used in this laboratory.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
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