

## Toxin SOP Template

Laboratory Information
Title of the project:
PI name:
Lab location:
Email:
Date of review:

Emergency Procedures
<i>Describe what procedures should be followed in the event of an emergency including phone # floor plan, exits, location of emergency equipment like eyewash/safety shower, fire extinguisher etc.</i>

Hazardous materials and equipment
<i>(List items used. Include chemical name, common name and abbreviation)</i>

Signs and Symptoms of Exposure
<i>(Describe the specific signs and symptoms of an exposure to the chemical such as visual cues or odors)</i>

Potential Hazard(s)
<i>(Describe the potential hazards associated with the chemicals or the procedure.) Examples include:</i>

Routes of Exposure
<i>(Potential routes of exposure such as inhalation, injection, skin/eye contact)</i>

Exposure Limit
<i>(As applicable, list the Permissible Exposure Limit (PEL) or Threshold Limit Value (TLV) of the chemical(s) if known)</i>

Quantity/Concentration Hazards
<i>(As applicable, describe if the quantity/concentration of the chemical(s) used increases the risk of exposure to the chemical.)</i>

Engineering Controls
<i>(As applicable, describe the engineering controls used for the procedure) Examples:</i>
<ul style="list-style-type: none"> <li>• Use of fume hoods or glove boxes</li> <li>• Special ventilation</li> <li>• HEPA filtered vacuum lines</li> <li>• Temperature control</li> <li>• Bench paper, pads, plastic-backed paper</li> <li>• Special signage</li> <li>• Safe sharp devices</li> </ul>

- *Other safety devices used*

### **Personal Protective Equipment (PPE)**

*(Refer SDS or other sources/consult EH&S)*

- *Gloves (what type)*
- *Lab Coats, Suits, Aprons*
- *Safety Glasses, Goggles, Face shields*
- *Respirators, Hearing Protection*
- *Special Equipment (such as blast shields)*
- *Other PPE*

### **Work Practice Controls**

*(As applicable, describe work practice controls used for the procedure) Examples:*

- *Designated areas (for highly toxic chemicals)*
- *Requirement of two people*
- *Restricting access*
- *Hand wash*
- *Housekeeping*

### **Monitoring**

*(As applicable, describe any monitoring needed for the procedure) Examples:*

- *Personnel exposure monitoring*
- *Gas/spill release monitoring*

### **Cleanup/Decontamination Procedures**

*(Describe the process for cleaning the work area during and after the procedure.)*

### **Storage Procedures**

*(Describe how and where the chemical will be safely stored)*

*Example: Reviewing expiration dates on peroxide formers*

### **Transportation Procedures**

*(If the chemical will be transported on campus, describe procedure)*

### **Waste Disposal Procedures**

*(Description of how waste will be disposed)*

*Examples:*

- *Animals: include bedding, cages and carcasses*
- *Chemicals*
- *Radioactive*
- *Sharps*

### **Spills or Releases**

*(Provide specific instructions on what personnel should do in the event of a spill or gas release. Include location of spill kits.)*

### **Fire**

*(Provide specific instructions on what personnel should do in the event of a fire)*

### **Exposures**

*(Provide specific instructions on what personnel should do in the event of an exposure)*

*First Aid: (If first aid for exposure is available, describe procedure. If not, describe what steps should personnel take if injured.)*

<b>Occupational Medicine Requirements</b>
<i>(Describe any Occupational Medicine requirements necessary that are associated with the procedure Examples include medical evaluation, and respiratory fit testing)</i>

<b>Safety Data Sheets (SDS)</b>
<i>(Describe how personnel will access SDS in the lab. Include a copy of the SDS with this SOP)</i>

<b>Training Requirements</b>
<i>(Describe what training personnel must complete before using chemical/procedure. This training should be documented)</i>

<b>Review of Procedure</b>
<i>(Describe the frequency for reviewing the SOP document)</i>

<b>Protocol</b>
<i>Description of how to safely perform the experiment or operation.</i>

Training Documentation	
Training Acknowledgement: I have read, asked questions, and understand the hazards of and safeworking procedures for the activity/materials described herein.	
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