

NIU Standard Operating Procedure Template



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| #1 | CONTACT INFORMATION: |
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| Procedure Title | NIU Computational Chemistry Lab Computer Shutdown |
| Procedure Author | Thomas M Gilbert |
| Date of Creation/Revision | 03/03/2014 |
| Name of Responsible Person | Thomas M Gilbert |
| Location of Procedure | La Tourette (Faraday West) 311 |
| Approval Signature | [REDACTED] |

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| #2 | THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A: |
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| <p><input checked="" type="checkbox"/> Specific laboratory procedure or experiment</p> <p><input type="checkbox"/> Generic laboratory procedure that covers several chemicals</p> <p><input type="checkbox"/> Generic use of specific chemical or class of chemicals with similar hazards</p> |
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| #3 | PROCESS OR EXPERIMENT DESCRIPTION |
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| Shutdown of NIU Computational Chemistry Laboratory computers | |
| Frequency: | <input type="checkbox"/> one time <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> other: as necessary in the event of power loss or other electrical issue |
| Duration per Expt: | __ 5-20 __ minutes; or ____ hours |

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| #4 | SAFETY LITERATURE REVIEW & HAZARD SUMMARY |
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| #5 | STORAGE REQUIREMENTS |
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| #6 | STEP-BY-STEP OPERATING PROCEDURE |
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| Steps to include in your procedure: | | | | | | | |
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| <p>1. Don personal protective equipment.</p> <p><input type="checkbox"/> appropriate street clothing (long pants, close-toed shoes)</p> <p><input checked="" type="checkbox"/> gloves; indicate type: rubber gloves, if needed to avoid electrical hazard ____</p> <p><input type="checkbox"/> safety goggles <input type="checkbox"/> safety glasses <input type="checkbox"/> face shield</p> <p><input type="checkbox"/> lab coats</p> <p><input type="checkbox"/> other: _____</p> | | | | | | | |
| <p>2. Check the <u>location and accessibility of the safety equipment that serves your lab:</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black; width: 70%;">ITEM</th> <th style="text-align: left; border-bottom: 1px solid black; width: 30%;">STATUS</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Laboratory Fume Hood/Glove Box or other Ventilation Control</td> <td style="padding: 5px;">Location: _____</td> </tr> <tr> <td style="padding: 5px;">Eyewash/Safety Shower</td> <td style="padding: 5px;">Location: _____</td> </tr> </tbody> </table> | ITEM | STATUS | Laboratory Fume Hood/Glove Box or other Ventilation Control | Location: _____ | Eyewash/Safety Shower | Location: _____ | |
| ITEM | STATUS | | | | | | |
| Laboratory Fume Hood/Glove Box or other Ventilation Control | Location: _____ | | | | | | |
| Eyewash/Safety Shower | Location: _____ | | | | | | |
| <p>3. for each computer, locate ON/OFF button, usually on left side. Press and hold until power light turns off (usually 5 seconds).</p> | | | | | | | |
| <p>4. remove electrical plugs from wall sockets. Check first for frayed cord/exposed wiring. Secure plug by hand, ensuring that plug is held rather than cord. Pull plug firmly out of socket without twisting. If necessary, push red button near door (full room power override).</p> | | | | | | | |
| <p>5. Dispose of hazardous solvents, solutions, mixtures, and reaction residues as hazardous waste. See EH&S Hazardous Waste Program</p> <p>http://www.ehs.niu.edu/ehs/chemical/waste.shtml</p> | | | | | | | |

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| 6. Clean up work area and lab equipment. | |
| 7. Remove PPE and wash hands. | |

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| #7 | WASTE DISPOSAL |
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| #8 | TRAINING REQUIREMENTS |
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- General Training** *(check all that apply):*
- General Safety & Emergency Preparedness
 - Chemical Safety for Laboratories
 - Radiation Safety
 - Biosafety training
 - Other: _____

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| Location Where Records Maintained: | Departmental website and LaTourette 309 |
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- Laboratory-specific training** *(check all that apply):*
- Review of SDS for other chemicals involved in process/experiment
 - Review of this SOP
 - Other: _____

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| Location Where Records Maintained: | Departmental website and LaTourette 309 |
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| #9 | PRIOR APPROVALS |
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