

Appendix XII

Laboratory Specific Standard Operating Procedures

University of Kentucky
Department of Occupational Health and Safety
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Please fill out and place in Ch. 3 of the Laboratory Safety Manual

Building: _____ Room: _____
Department: _____ PI: _____

Section 1: (check one)

Process Hazardous Chemical Hazard Class

Section 2: Describe process, chemical hazard, or hazard class

Section 3: Potential Hazards

Section 4: Personal Protective Equipment



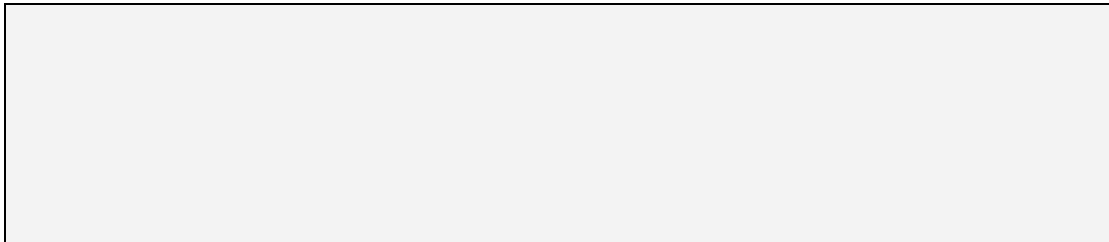
Section 5: Engineering Controls



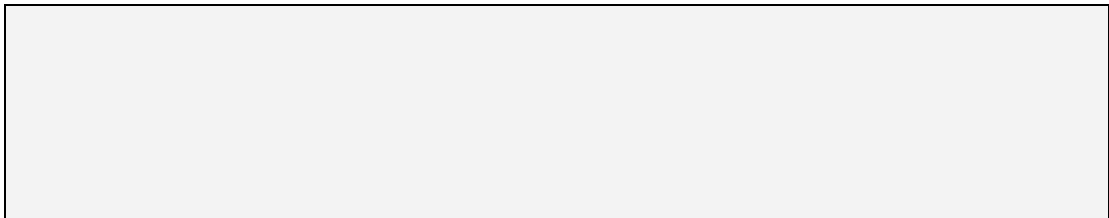
Section 6: Special Handling and Storage Procedures



Section 7: Spill and Accident Procedures



Section 8: Decontamination Procedures



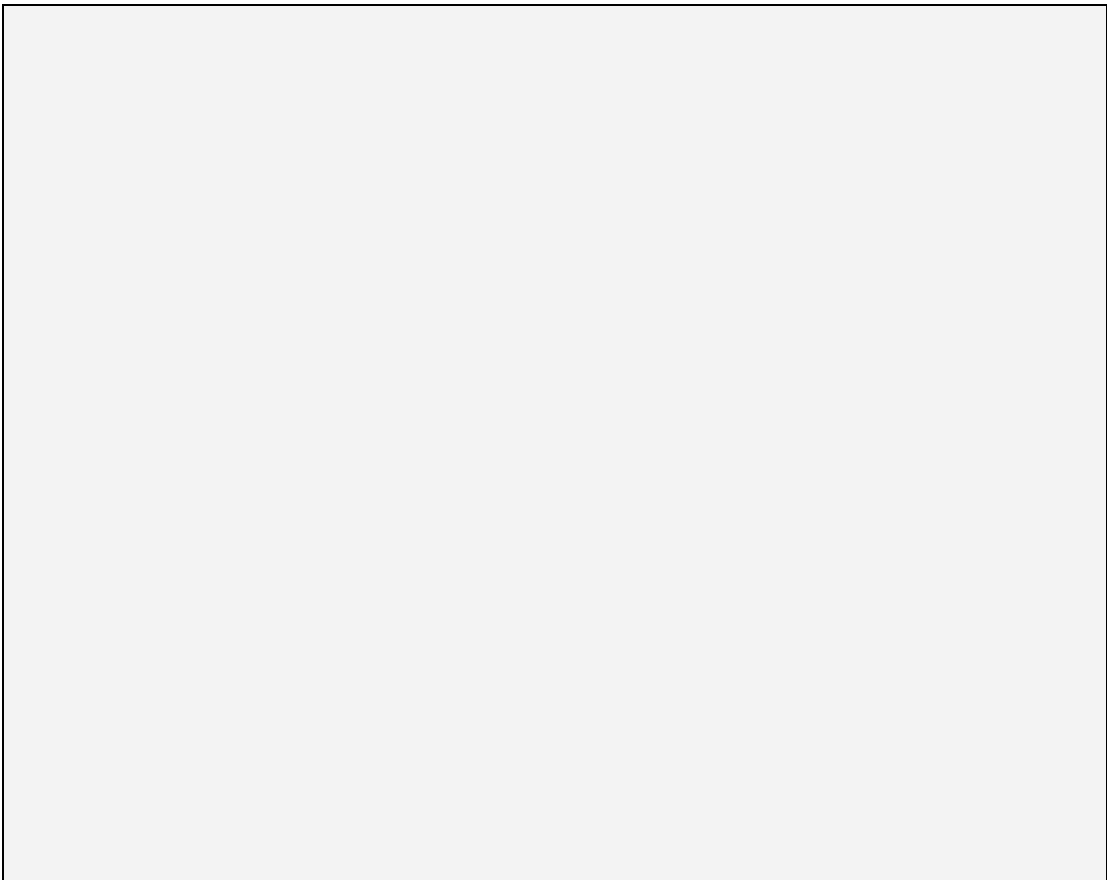
Section 9: Waste Disposal Procedures

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Section 10: MSDS Location

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Section 11: Protocol

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Laboratory Specific Standard Operating Procedures

Guidelines for Preparing SOPs

- **Section 1** Check the appropriate box indicating process, chemical hazard, or hazard Class
- **Section 2** Describe process, hazardous chemical, or hazard class
Process- Describe the process and list all chemicals involved
Hazardous Chemical- List the chemical name, common name and any other abbreviations
Hazard class- Describe the hazards associated with a particular group of similar chemicals, list the ones used in the lab
- **Section 3** Potential Hazards
Describe both physical and health hazards associated with process, hazard, or class
- **Section 4** PPE
Indicate the level of PPE needed including (but not limited to) gloves, goggles, face shields, aprons, and lab coats
- **Section 5** Engineering Controls
List the engineering controls used to prevent and reduce exposure
Example Fume hoods
- **Section 6** Special Handling and Storage Procedures
Indicate specific areas used for storage, including storage compatibility. List policies regarding access and dating procedures, such as dating peroxide formers
- **Section 7** Spill and Accident Procedures
List who and how spills will be handled. Indicate where emergency equipment is located and the location of emergency numbers
- **Section 8** Decontamination Procedures
List procedures including cleaning solutions and solvents that may be used
- **Section 9** Waste Disposal
Indicate which substances are required to be picked up by hazardous waste. ensure all hazardous waste is appropriately labeled "Hazardous Waste" and has a ticket on it.
- **Section 10** MSDS Location
Indicate the location of all MSDS and any other chemical or safety manuals In the lab
- **Section 11** Protocol
List specific procedures for working with this particular process, chemical hazard, or hazard class