Lab Name PI’s full name

Lab Location Building name and room number(s) where SOP will be performed

Telephone Number and Email Address PI’s telephone # and email address

**Emergencies**

**Immediately notify local emergency services by dialing 911 for serious incidents (e.g., injuries requiring professional medical attention, fires, explosions, etc.).**

Environmental Health and Safety (EHS) is always available for notification of incidents and/or consultation regarding laboratory safety issues. They can be contacted by dialing 814-865-6391. Their website is located at [www.ehs.psu.edu](http://www.ehs.psu.edu) .

1. **Scope, Purpose, and Keywords**

Scope: Put who and/or what the SOP applies to

Purpose: Define what the SOP is for

Keywords: Put any relevant keywords, terms, abbreviations, etc.

1. **Hazard Assessment**

*All hazards associated with this procedure should be identified in this section of the SOP.*

Ensure all hazards associated with the procedure are described in this section. This should include chemical, biological, and radiation hazards, hazards from using specific equipment or instruments, and other hazards created by or inherent to the procedure. Include the full name for any chemicals in the procedure and abbreviations that will be used.

Include all personal protective equipment (PPE) and engineering controls required while performing the procedure to prevent or minimize exposure to the identified hazards.

In addition to above, use the below table to list the hazards and the accompanying PPE.

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| **Hazard** | **Required Engineering Controls and/or PPE** |
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1. **Procedures**

*All required safety procedures designed to protect those performing this procedure should be included in this section.*

In this section provide step-by-step instructions for performing the entire procedure. Include all safety procedures to follow when working with the hazards listed in section II, such as:

-Engineering controls and PPE listed in section II and any requirements for replacing or changing PPE during or after the procedure.

-Refer to Safety Data Sheets (SDSs) for hazardous chemicals or materials.

-Equipment and/or instruments that will be used in the procedure and their specific safety requirements, if applicable.

-Specific instructions for handling and storage of chemicals, such as compatibility issues, expiration date requirements, or other specific storage area requirements.

-Include any specific disposal procedures, such as how chemical waste will be handled, how biological waste will be rendered non-infectious, etc.

-Spill or accidental exposure procedures to follow for any hazardous chemicals listed in the procedure. Provide unique or additional first aid requirements and emergency equipment such as spill kits and fire extinguishers. Refer to relevant SDSs as necessary.

-Decontamination procedures for surfaces and/or equipment as part of regularly scheduled cleaning or maintenance.

-If applicable, insert visuals, such as pictures and diagrams, to demonstrate the procedure or show equipment or instruments that would be used.

Ensure those performing the procedure read the SOP and sign the Certification Page (refer to the last page of this SOP).

1. **References**

*Include referenced protocols, Safety Data Sheets (SDS) and any other references in this section*

In this section, ensure all references for writing the procedure are documented. List all Safety Data Sheets (SDS) for any chemicals or materials referenced in the SOP. Reference any manufacturer specific manuals for equipment or instruments.

1. **Revision History**

*Document prepared date and author identification*

Include author name(s) and the date the SOP is finalized. For future revisions, include the revision date and revision author’s name(s).

George Conklin and Anissa Wiley, Environmental Health and Safety – October 1, 2018

**Certification Page**

**My signature below attests that I have read and understand this SOP and agree to fully adhere to its requirements.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Name** | **Penn State User ID** | **Signature** |
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