

**Standard Operating Procedure**

A Standard Operating Procedure (SOP) is a written set of instructions that document how to safely perform work involving hazardous materials or hazardous operations. SOPs are a requirement of Dalhousie University’s Chemical Laboratory Safety Manual and meet the commitment to the university’s Environmental Health & Safety Policy. The Chemical Laboratory Safety Manual is the minimum standard which must be practiced in laboratories and other locations where chemicals are stored, handled, or used at Dalhousie University

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| **Procedure Title** | [Specify – Note: *All* *guidance text in brackets may be deleted*] |
| **Procedure Author** | [Specify] |
| **Creation/Revision Date** | [Specify] |
| **Responsible Person** | [Name of PI, Lab Supervisor, as appropriate] |
| **Location of Procedure** | [Building and room number] |
| **Approval Signature** | [Obtain prior approval, as appropriate. See section #10 of this template.] |

A hazard assessment of the specific task must first be performed to identify hazards and assess risk.

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| **Hazard Assessment Approved by:** | [Name of PI, Lab Supervisor, as appropriate] |
| **Approval Signature** | [Signature] |

**1. Description**

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| [Provide a brief description of the procedure, including its purpose. Do not enter detailed process steps (to be entered in section 12).] |

**2. Hazardous Materials Used**

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| [List hazardous substances and their associated health and safety hazards. Examples of potential hazards include toxicity, reactivity, flammability, corrosivity, pressure, etc. Refer to Safety Data Sheets (SDSs) and other resources, as needed.] |

**3. Potential Hazards**

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| [List nonchemical hazards, e.g., biological hazards, electrical hazards, mechanical hazards, nonionizing radiation, or ionizing radiation.] |

**4. Approvals Required**

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| [List the circumstances under which a particular laboratory operation, procedure,  or activity requires prior approval from the Principal Investigator (PI), laboratory supervisor, EHS Office or other personnel.] |

**5. Designated Area**

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| [Describe where this designated area where this procedure may be undertaken within the laboratory.] |

**6. Special Handling Procedures and Storage Requirements**

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| [Describe special handling and storage requirements for hazardous chemicals in your laboratory, especially for highly reactive/unstable materials, highly flammable materials, and corrosives.] |

**7. Personal Protective Equipment**

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| [List the PPE required for each activity or chemical. PPE includes gloves, laboratory coats, safety glasses, goggles, face shields, and respirators. If applicable, indicate the type of PPE (e.g., gloves, splash protection) needed for each phase of a process.] |

**8. Engineering/Ventilation Controls**

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| [List any engineering controls used to reduce or remove hazards from the laboratory, such as a fume hood, glove box, and biosafety cabinet, etc.] |

**9. Spill and Emergency Procedures**

*Follow the guidance for emergency procedures from the Chemical Laboratory Safety Manual and chemical spill cleanup from the Chemical Spill Response Guide*

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| [Describe procedures for handling potential emergencies related to this chemical or  procedure such as spills, fires, chemical exposure, shattered glassware, etc.] |

**10. Waste Disposal**

*Chemical waste must be managed according to the university’s Chemical Waste Disposal Program*

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| [Describe laboratory-specific information on the waste streams generated, storage location, and any special handling/storage requirements.] |

**11. Training Requirements**

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| [List any specific training requirements in addition to those required by the university] |

**12. Detailed Procedure**

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| [Describe detailed laboratory-specific procedures for the process, or hazardous chemical(s). Include any relevant supporting resources that are applicable.] |

**Record of Training for: Procedure Title**

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| **Name** | **Signature** | **Date** | **Trained By** |
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