STANDARD OPERATING PROCEDURES GUIDELINES

DATE:	NAME:	DEPT:
CAMPUS:	BLDG:	

1. In this laboratory we use the following hazardous chemicals or types of hazardous chemicals (give examples):

2. The following chemicals used in the lab are considered "select" carcinogens, embryotoxins, or substances having a high degree of acute toxicity (Information can be obtained from your MSDS, a chemical dictionary, or other reference materials.):

3. For the chemicals in item #2, the following designated area has been established for use (example: hood, section of room, entire room) and is conspicuously marked (example: with a carcinogen sign on door) warning of the hazards. Only authorized personnel trained in the hazards and proper precautions to take are allowed in the designated area.

4. For the chemicals in item #2, the following containment devices are used: (hood, glove box, respirator, etc.).

5. When contamination occurs from chemicals, especially those listed in item #2, the following procedures are used to decontaminate: (spill clean-up procedures, equipment cleanup procedures particular for the lab).

6. The following are our procedures for safe removal of contaminated waste, particularly for waste contaminated with chemicals listed in item #2: (Example: Hazardous waste disposed of through OEHS by calling 988-5486 and making arrangements.)

7. Other special procedures, equipment, or work practices employed for added protection when using chemicals in item #2 consist of: (Example: respirators, limited hours of use, special ventilation, etc.)

8. Types and location of personal protective equipment available and frequency of inspection: (Example: Rubber gloves kept in bottom drawer inspected once a month for tears and holes.)

9. Location of nearest emergency eyewash & shower:

10. Location of nearest fire extinguisher:

11. Location of posted emergency numbers and procedures:

12. Type of ventilation available: (chemical fume hood, local exhaust, etc.)

13. Chemical storage procedures: (Example: Flammables stored in flammable cabinet or safety cans. Incompatible chemicals are segregated. Secondary containers are used when storing toxic chemicals.)

14. Sign and labeling procedures: (Example: Containers are labeled in accordance with right-to-know requirements and warning signs stating flammable, corrosive are posted on the entrance door.)

15. Location of Material Safety Data Sheets:

16. Recordkeeping procedures: (Example: Training records are located in Departmental office. Inventory and usage records for carcinogens are kept in notebook near door. Inspection records are kept in third file drawer. Medical records are kept in employee file. Etc.)

17. Laboratory inspections are conducted quarterly by _____ and reports are sent to _____(Office of Environmental Health & Safety).

18. If an employee develops signs or symptoms of exposure, in the event of a spill or leak, or if permissible exposure limits are routinely exceeded, the following steps are taken to see that medical attention is obtained:

19. If an employee feels that monitoring may be needed, the following procedures should be followed: (Example: OEHS will be notified.)

20. Other procedures: (Example: Large surpluses of chemicals will not be ordered and less hazardous substances will be substituted when possible. Include special procedures for handling cryogenics, infectious materials, etc.)