



STANDARD OPERATING PROCEDURE

College/Dept: Mines and Earth Science	Building/ Room:
Laboratory Name:	Revision:
Principal Investigator:	Author:

Before the worked detailed in this procedure may begin, the intended user must read, understand and sign this document. This document must be approved by the PI and a member of the college safety committee. Any changes to this document, however minor, must be submitted for approval by the PI, a member of the college’s safety committee.

The “buddy system” will be in place whenever any work is conducted.

Approval			
Reviewed and Approved by:	_____ <div style="text-align: center;">Name, Title</div>	_____ <div style="text-align: center;">Signature</div>	_____ <div style="text-align: center;">Date</div>
	_____ <div style="text-align: center;">Name, Title</div>	_____ <div style="text-align: center;">Signature</div>	_____ <div style="text-align: center;">Date</div>

Overview

Roles and Responsibilities

--

Scope

--

Prerequisites

--

Potential Hazards

--

**Hazard
Specifics:**

Comments:

Engineering Controls (EC)

- Fume hood** **Biosafety Cabinet** **Other Local Exhaust** **Shielding** **Other**

Specifics:

Training Requirements – except for classroom lab safety, must be completed prior to performing the procedure

- Chemical Hygiene Training** **Fire Extinguisher Training**
 Radioactive Materials **Hazard Communication Awareness**
 Analytical X-ray **Biosafety Level 2**
 AED Plus
 AED/CPR
 Other (specify):

Personal Protective Equipment (PPE)

- Safety glasses** **Safety goggles** **Face shield & safety glasses** **Face shield & safety goggles**
 Lab coat **Apron** **Tyvek suit** **Tyvek sleeves**
 Nitrile gloves **Leg coverings** **Hard hat** **Hearing protection**
 Respirator **Shoes** **Fall protection** **Other**

Explanation:

Equipment, Materials, Supplies, & Facility Requirements

Handling, Work Area & Storage Requirements

Emergency Response Equipment & Supplies

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Eyewash | <input type="checkbox"/> Fire extinguisher | <input checked="" type="checkbox"/> First aid kit | <input type="checkbox"/> Calcium gluconate gel (HF use) |
| <input checked="" type="checkbox"/> Safety shower | <input type="checkbox"/> Fire blanket | <input checked="" type="checkbox"/> Spill kit | <input type="checkbox"/> Emergency gas shutoffs |
| <input type="checkbox"/> Drench hose | <input type="checkbox"/> Other: | | |

Description:

Decontamination & Waste Disposal

Spill Response

Additional Safety Information

References

Procedure

APPENDIX:

