**University of Arizona**

**Standard Operating Procedure Template**

*[This is a template. Fill in all necessary blanks and delete all highlighted areas when complete. Add any sections necessary for your laboratory. This will be appended to your Laboratory Chemical Hygiene Plan.]*

**Title:**  **Click here to enter the title of your SOP.**

**Approval Holder (AH):** Click here to enter text **Approval #:** Click here to enter text

**Approval Holder Phone Number(s):** Click here to enter text

**Approval Safety Coordinator (ASC):** Click here to enter text

**Approval Safety Coordinator Phone Number(s):** Click here to enter text

**Department:** Click here to enter text

1. **Purpose**

This standard operating procedure (SOP) is intended to provide guidance on how to safely Describe the procedure or process this SOP will address in Enter AH’s name’s laboratory. Laboratory personnel should review this SOP, as well as the appropriate Safety Data Sheet(s) (SDSs), before Describe the procedure or process this SOP will address. If you have questions concerning the requirements within this SOP, contact your Approval Holder (AH) or Approval Safety Coordinator (ASC).

1. **Scope**

*[Describe when this SOP applies and to whom this SOP applies.]*

1. **Hazard Description**

*[Describe the hazards presented by the procedure or process this SOP addresses. What makes it hazardous? Provide an example, if applicable.]*

1. **Process & Hazard Controls**

*[Describe the steps needed to set up and complete the procedure or process in safe manner following the* [*hierarchy of controls*](https://www.cdc.gov/niosh/topics/hierarchy/default.html)*. Use as much detail as is necessary to ensure all laboratory workers can complete the procedure or experiment safely.]*

* 1. **Elimination/Substitution**

*[Describe any eliminations of hazardous chemicals or processes; alternatively, any substitutions with less hazardous alternatives that could be used to accomplish the task. Delete this section if you are unable to eliminate or substitute.]*

* 1. **Engineering Controls**

*[Describe any engineering controls (e.g. fume hoods, gas cabinets, local exhausts, blast shields, etc.) that are used to safely accomplish the task.]*

* 1. **Work Practices**

*[Describe any work practices (e.g. staggering schedules, additional cleaning measures for particulates, etc.) that are used to safely accomplish the task.]*

* 1. **Personal Protective Equipment**

*[Describe the personal protective equipment needed to adequately protect laboratory workers when performing the process or procedure addressed by this SOP. Ensure to specify any personal protective equipment beyond the minimum (i.e. safety glasses, lab coat, gloves, long pants and closed-toed shoes).]*

* 1. **Transportation and Storage**

*[Describe how to safely transport and/or store (e.g. ventilated cabinet, flammable cabinet, under inert blanket, etc.) the hazardous chemical(s) or processes.]*

1. **Spills, Cleanup & Disposal**

*[Describe how to safely end the procedure or process, clean up the process or spills, and/or dispose of any waste generated.]*

1. **Enter Additional Section Title**

*[Add as many sections as necessary to adequately describe how to safely perform the procedure or process addressed by this SOP.]*

1. **References**