Appendix D - Example Standard Operating Procedures

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A. EXAMPLE STANDARD OPERATING PROCEDURES (SOPs)
Current example SOPs are on-line at
http://www.ehs.washington.edu/manuals/lsm/examplesoplinks.shtm

Contact EH&S at uwcho@uw.edu or by telephone to 206-543-7388 concerning questions about
SOPs, would like an SOP reviewed, or would like to have an SOP posted on the example SOP web
page.

B. BLANK STANDARD OPERATING PROCEDURE (SOP) FORM
A copy of a “traditional” form used to record safety requirements is shown on the following page. An
electronic copy of a blank form is available in Word format at
Figure D-1  Blank Standard Operating Procedure (SOP) Form

University of Washington Template
(SOP Cover Sheet for Compliance with WAC 296-828)

<table>
<thead>
<tr>
<th>Standard Operating Procedures for Chemicals or Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1  Process (if applicable)</td>
</tr>
<tr>
<td>#2  Chemicals</td>
</tr>
<tr>
<td>#3  Personal Protective Equipment (PPE)</td>
</tr>
<tr>
<td>#4  Environmental / Ventilation Controls</td>
</tr>
<tr>
<td>#5  Special Handling Procedures &amp; Storage Requirements</td>
</tr>
<tr>
<td>#6  Spill and Accident Procedures</td>
</tr>
<tr>
<td>#7  Waste Disposal</td>
</tr>
<tr>
<td>#8  Special Precautions for Animal Use (if applicable)</td>
</tr>
</tbody>
</table>

Particularly hazardous substance involved? (See Appendix H, Lab Safety Manual)

| __ YES: | Blocks #9 to #11 are Mandatory |
| __ NO:  | Blocks #9 to #11 are Optional. |

#9  Approval Required

#10 Decontamination

#11 Designated Area

Name:  
Title:  
Signature:  
Date:  

*to be filled in by PI or Supervisor*

Environmental Health and Safety, Box 354400