Appendix D - Example Standard Operating Procedures

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A. EXAMPLE STANDARD OPERATING PROCEDURES (SOPs)
Example SOPs are on-line at http://www.ehs.washington.edu/manuals/lsm/examplesoplinks.shtm.
Contact EH&S at ehsdept@uw.edu or by telephone to 206-543-7388 with questions about SOPs, or would like an SOP reviewed.

B. BLANK STANDARD OPERATING PROCEDURE (SOP) FORM
A copy of the recommended 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 http://www.ehs.washington.edu/manuals/lsm/sop.doc.
## Figure D-1  Blank Standard Operating Procedure (SOP) Form

### University of Washington

<table>
<thead>
<tr>
<th>Process (if applicable)</th>
<th>Chemicals and Hazards</th>
<th>Personal Protective Equipment (PPE)</th>
<th>Environmental / Ventilation Controls</th>
<th>Special Handling Procedures &amp; Storage Requirements</th>
<th>Spill and Accident Procedures</th>
<th>Waste Disposal</th>
<th>Special Precautions for Animal Use (if applicable)</th>
<th>Approval Required</th>
<th>Decontamination</th>
<th>Designated Area</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Particularly hazardous substance involved? (See Appendix H, Lab Safety Manual)</th>
<th>YES: Blocks #9 to #11 are Mandatory</th>
<th>NO: Blocks #9 to #11 are Optional.</th>
</tr>
</thead>
</table>

| Name: | Title: | Signature: | Date: |