



Appendix D - Example Standard Operating Procedures

Contents

- A. EXAMPLE STANDARD OPERATING PROCEDURES (SOPs) D-2
- B. BLANK STANDARD OPERATING PROCEDURE (SOP) FORM D-2

Figures

- Figure D-1 Blank Standard Operating Procedure (SOP) Form..... D-3

A. EXAMPLE STANDARD OPERATING PROCEDURES (SOPs)

Example SOPs are on-line at <http://www.ehs.washington.edu/manuals/lsm/examplesoplins.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		
Standard Operating Procedures for Chemicals or Processes		
#1 Process (if applicable)		
#2 Chemicals and Hazards		
#3 Personal Protective Equipment (PPE)		
#4 Environmental / Ventilation Controls		
#5 Special Handling Procedures & Storage Requirements		
#6 Spill and Accident Procedures		
#7 Waste Disposal		
#8 Special Precautions for Animal Use (if applicable)		
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: