

SOP REQUIRED ELEMENTS CHECKLIST



Use this list to ensure that all required safety elements are present in an existing standard operating procedure (SOP). There may be an instance where a required element is not applicable under certain specific circumstances, such as when no animals are involved. Add any missing elements to your existing SOP.

REQUIRED ELEMENTS

- Process or Experiment Description:** Are the chemicals, process or equipment identified well enough there will be no confusion as to what the SOP pertains to – and doesn't pertain to?
- Hazardous Chemicals/Class of Hazardous Chemicals:** Are all hazardous chemicals/chemical classes involved in the procedure addressed – raw stocks, intermediates, final products, and wastes?
- Personal Protective Equipment (PPE):** Is the personal protective equipment to be used described well enough that there will be no confusion as to what is required at what stages of the procedure?
- Engineering/Ventilation Controls:** Are the environmental controls and ventilation systems needed to safely use the chemicals identified? This may include hoods, environmental rooms, aerosol suppression devices, filtering or absorption devices, etc. Does the SOP note that the equipment must be checked for proper operation before use?
- Special Handling Procedures and Storage Requirements:** Are any special storage requirements for the chemicals noted? This may include restricted access areas, special containment devices, and safe methods of transportation.
- Spill and Accident Procedures:** Are spill or accidental release procedures identified? Are there any specifications as to how big a spill could be safely handled, who might be

designated to clean up the spill, and if any special spill clean-up materials are needed?

- Waste Disposal:** Are waste disposal procedures identified? (For more information refer to Section 3 of this manual.) If particularly hazardous substances are involved, this is especially important.
- Special Precautions if Using Animals:** Are procedures for safely handling the animal described?

PARTICULARLY HAZARDOUS

If particularly hazardous substances are used in the process, the following should also be present. (Definitions and partial listings of these acute toxicants, carcinogens, reproductive hazards, highly dangerous chemicals, and select toxins are in the [UW Laboratory Safety Manual](#).)

- Approvals:** Are training and approval requirements before someone can perform the procedure noted?
- Decontamination Procedures:** Are special precautions identified for handling the especially hazardous materials?
- Designated Area/Equipment:** Is a specific area and specific equipment for safe use of the hazardous material identified.

RESOURCES

Download SOP templates from the [Chemical SOPs page](#) on the Environmental Health & Safety website.

Contact labcheck@uw.edu for assistance.