

Appendix 1A

LABORATORY SPECIFIC STANDARD OPERATING PROCEDURES

You must include your own laboratory specific SOPs in this Appendix to your Chemical Hygiene Plan.

Examples of procedures for which SOPs are needed include:

- Operation of laboratory equipment, such as: lasers, atomic absorption spectrometers, muffle furnaces, freeze-dryers, electrophoresis equipment, etc.
- Operations posing a special hazard, such as: heating perchloric acid, working with pyrophorics, conducting electrophoresis, distillations, extractions, handling infectious agents, etc.
 - For each chemical used in the lab that is also highlighted in yellow on the Inventory Worksheet, a Specific Laboratory Hazard Statement is required and should be included in Appendix 1B.
- Neutralizing noncontaminated acid wastes
- Specific clean-up procedures for the different types of chemical in used in the lab. This should also include where the clean-up materials are stored.
- Specific procedures for operations that are to be conducted in fume hoods.
- Any procedures in place for transporting chemicals.
- Procedures during Emergency Power Outages as referenced in Appendix 8.

SOPs are essentially step-by-step recipes for the procedure, and should include:

- Training requirements of lab personnel. Documents should record who will be the trainer, topics to be covered, and the frequency of the training.
- Information on the specific hazards posed by the chemicals and/or equipment used in the procedure.
- Information on the personal protective equipment (PPE) needed during the procedure, including specific information on glove type.
- Information on waste disposal.

For assistance with writing SOPs, contact a UAF Industrial Hygienist, at 474-6771 or 474-5197.