



Laboratory Specific Standard Operation Procedures Form

Chemical Hygiene Plan - Attachment 7

Document location: www.fgcu.edu/studentlife/healthandsafety/ehs/index.aspx

Principal Investigator:

Date:

Location:



First Name

Last Name

Month Day

Year

An SOP must cover each hazardous chemical used in the laboratory. In most cases, more than one SOP will be required to describe all of the work in a laboratory.

There are three methods that can be used to write SOPs. They are:

By process: (distillation, synthesis, chromatography, etc.).

By individual hazardous chemical: (arsenic, benzene, hydrochloric acid, etc.).

By hazardous chemical class: (flammable, corrosive, oxidizer, etc.).

Section 1: Is the SOP for a:

Process

Hazardous Chemical

Hazard Class

Process - Describe the process that involves hazardous chemicals. List all chemicals used in the process.
Hazardous Chemical - Name the hazardous chemical for which the SOP is being developed. Include IUPAC (International Union of Pure and Applied Chemistry) common name, and any abbreviation(s) used for the chemical.

Hazard Class - Describe the hazard associated with a particular group of similar chemicals and list the chemicals used in the laboratory.

Section 2: Describe the Process, the Hazardous Chemical, or the Hazard Class.

Section 3: Describe the potential hazards for each process, hazardous chemical or hazard class. Include physical and health hazards.

Section 4: Identify the required personal protective equipment and hygiene practices needed for each process, hazardous chemical or hazard class.

(Personnel protective equipment may include: gloves, aprons, lab coats, safety glasses, goggles, face-shields, and respirators.)

Section 5: Describe engineering controls that will be used to prevent or reduce employee exposure to hazardous chemicals for the process, hazardous chemical or hazard class.

(This includes ventilation devices such as fume hoods, containment devices such as glove boxes, etc.)

Section 6: List storage requirements for the hazardous chemicals involved with the SOP, including specific storage areas, and policies regarding access to chemicals.

Section 7: Indicate how spills or accidental releases will be handled and by whom.

List the location of appropriate emergency equipment:

(Spill kits, showers, eye washes, and fire equipment)

Any special requirements for personnel exposure should also be identified in this section:

Identify the location of emergency response phone numbers.

Section 8: Specify decontamination procedures to be used for equipment, glassware, and clothing.

(Include decontamination procedures for equipment such as glove boxes, hoods, lab benches, and controlled areas within the laboratory.)

Section 9: Indicate how wastes will be disposed.

Section 10: Indicate the location of Safety Data Sheets for each hazardous chemical used.

Also, indicate the location of other pertinent safety information, i.e. equipment manuals, chemical references, etc.