[Standard Operating Procedure Title]

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| --- | --- | --- | --- | --- | --- |
| Laboratory Name: |  | SOP Prepared by: |  | Date of Last Update: |  |

Performing this procedure requires principal investigator approval: Yes:  No:

Changing this procedure requires principal investigator approval: Yes:  No:

This procedure is prohibited for personnel working alone: Yes:  No:

Performing this procedure requires the following training:

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**Hazards and Safety**

*Summary of hazards present in the procedure.*

|  |  |
| --- | --- |
| Chemical |  |
| Reactive |  |
| Physical |  |
| Biological |  |

Indicate operational ranges (e.g., temperature, pressure) and restrictions for equipment and/or materials:

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Indicate conditions that would trigger an immediate cessation of work:

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This procedure requires involves Particularly Hazardous Substances (PHS): Yes:  No:

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Indicate Chemical(s) with PHS designation:

**Resources Required**

*Summary of resources that are necessary to perform this protocol. Note size, type, and quantity of materials as well as concentrations of chemicals required when necessary.*

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| --- | --- |
| Physical Materials/Consumables |  |
| Chemicals |  |
| Equipment/Apparatus |  |
| Engineering Controls |  |
| PPE |  |

**Protocol Instructions**

*Experimental procedure step-by-step instructions and any relevant safety information for each step. Add additional rows for each step.*

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| --- | --- |
| *Experimental procedure step* | *Safety considerations for step* |
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**Waste Handling Instructions**

*Summary of specialized waste handling instructions, if necessary.*

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**Incident Response**

*Summary of instructions for responding to incidents not covered by Emergency Response Guide. Include information regarding unusual experiment/equipment behavior and special instructions regarding unique hazards of materials (e.g., sodium metal or hydrofluoric acid).*

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