

# Example- Page 1 cover sheet

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## University of Florida

### Example CHP Standard Operating Procedures

Principle Investigator Dr. Al E. Gator Department UF Research

Building The Swamp Rooms All Phone 392-GATR

This SOP must be kept on file for lab staff training and review. It will be reviewed annually for accuracy.

Date 01/01/2000 Review date 01/01/2001 Revision date As needed

By: Dr. Al E. Gator and lab staff

The individual responsible for the Chemical Hygiene Plan in this area is:

Dr. Al E. Gator

#### **Chemicals are stored in:**

Chemical storage cabinet in SW corner of Bldg. 392, room 14

#### **Chemicals are safely transported by the following means:**

Carrying the primary container in gloved hands. Use of closed secondary containers.

#### **In the event of an accident or other emergency, the following shall be done:**

Eyes: Flush with water in the eyewash station for 15 minutes

Skin: Wash with soap and water and remove contaminated clothing

Ingestion: Obtain immediate medical attention.

Obtain medical attention as necessary.

#### **This is a list of our emergency equipment:**

First aid kit is hanging on the wall near the door

Chemical spill kit is in the cabinet under the hood

Eye wash station, and emergency shower are located in hallway to the left of the door of lab

#### **The following are the spill control and decontamination procedures:**

Mix with an appropriate absorbent material, place in an appropriate container, and dispose through EH&S. For large spills, contact EH&S hazardous materials management at 392-8400.

#### **The following are the waste disposal procedures:**

EH&S Hazard Materials Management will pick up all waste from this facility

# Example- Page 2 process specific

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*(photocopy this page as necessary)*

1. **Standard Operating Procedure for the activity:** Making electrophoresis gels.
  

|  |   |  |
|--|---|--|
| 2. <b><u>Chemical(s) Used</u></b><br>acrylamide powder | 3. <b><u>Hazard Class</u></b><br>reactive | 4. <b><u>Health Hazards</u></b><br>"select" carcinogen<br>neurotoxin |
|--|---|--|

  
5. **Personal Protective Equipment required for this activity:**  
Safety glasses or goggles  
Nitrile gloves  
Lab coat  
Dust mist mask suggested
  
6. **Engineering Controls required for this activity:**  
Fume hood must be used when this chemical is being handled  
Dedicated work areas: Fume hood is used for making gel solutions  
Lab bench in NW quadrant is used for pouring gels.
  
7. **Other precautions required for this activity:**  
Use care not to aerosolize powder.  
Specific waste disposal for acrylamide: as above.  
Specific decontamination for acrylamide: as above