Environmental Health and Safety
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I. STANDARD OPERATING PROCEDURE

Use this form to document the Health & Safety information associated with the procedure.

Procedure Title:

Dept: **Bldg/Rm:**   **Supervisor:**

Procedure Overview: (brief description of the project)

Health and safety information for materials used: (briefly describe the hazards associated with the materials and/or equipment **OR** document your hazard assessment in Section II)

Hazard Control Measures:
(Lab coat, eye and hand protection, and closed toe/heel shoes must be selected as required by Section D of the Drake University Chemical Hygiene Plan and Hazardous Materials Safety Manual.)

☐ Latex gloves	☐ Insulated gloves	☐ Face Shield	☐ Respirator
☐ Nitrile gloves	☐ Safety glasses	☐ Lab Coat	☐ Fume hood
☐ Neoprene gloves	☐ Vented goggles	☐ Apron	☐ Biosafety cabinet
☐ Vinyl gloves	☐ Splash goggles	☐ Dust mask	Glove box
Closed Toe/Closed Heel Shoes		Flame Resistant Lab coat	

      Other Control Measures:

Methods: (Include step by step instructions detailing the process or attach this document to an existing method.)

Waste Disposal Procedures:

First Aid Procedures:

Spill/Release Containment, Decontamination, and Clean Up Procedures:

Using Substances Requiring Special Procedures?   No ☐   Yes ☐
(If Yes; identify authorized personnel, designate a use area and specify specialized safety precautions here. Refer to Section B in the Drake University Chemical Hygiene Plan and Hazardous Materials Safety Manual)

Written By: _____   **Date:** _____

Approved By: _____   **Date:** _____
       (PI or Lab Supervisor)

II.   HAZARD ASSESSMENT

Use the hierarchy of controls to document the hazards and the corresponding control measure(s) involved in each step of the procedure.

Consider *elimination or substitution* of hazards, if possible.

Engineering Control(s): items used to isolate the hazard from the user (i.e. fume hood, biosafety cabinet).

Administrative Control(s): policies/programs to limit the exposure to the hazard (i.e. authorizations, designated areas, time restrictions, training).

Required PPE: indicate PPE including specific material requirements if applicable (i.e. flame resistant lab coat, type of respirator or cartridge).

Hazard	Engineering Control(s)	Administrative Control(s)	Required PPE

III.   TRAINING RECORD

Use the following table to record the training associated with this Standard Operating Procedure.

Print Name	Signature	Trained By	Date