

WASHINGTON AND LEE
UNIVERSITY

Appendix A: Site or Lab Specific Standard Operating Procedures (SOP)

Date:

Date of Last Revision:

1. Title of SOP:

2. Laboratory Supervisor (PI):

Phone:

email:

Laboratory Location(s) (Building /Rooms):

3. Describe why a specific SOP is required:

4. List all particularly hazardous substances used in this procedure. Include inventory quantities required, and attach an MSDS or SDS for each.

5. How will these substances be stored and secured?

6. What engineered built-in safety equipment is currently in this location?

7. What additional built-in safety equipment is required?

8. List the PPE that must be worn every time this SOP is executed. Include clothing, glove material, and eye protection.

9. What first aid procedures should be followed in case of an accident? What special items should the first aid kit contain? Is any medical monitoring required?

10. What are the potential risks and what steps are to be taken to avoid such risks? Are any special indicators, monitors, or alarms required to keep the process and employees safe?

11. Are there any special spill response or hazardous waste procedures?

12. List the names of all employees who have been trained in and are authorized to carry out this process:

13. Submit this document to the CHO at trimmerp@wlu.edu.
14. Summary of actions taken by CHO in collaboration with PI:

Signature of PI:

Date:

Signature of CHO:

Date:

Signature of CHC Chairperson:

Date:

If a Select Agent or Toxin is Involved:

Signature of The Dean of the College:

Date:

Signature of The Provost's Office:

Date: