

EHS and regulatory requirements:

SOP's are written safety and health documents describing potential hazards and provide detailed steps needed to mitigate these potential hazards as experiments are performed.

- SOPs should be developed when these hazards have the potential to cause personal injury, property damage, or loss of productivity.
- SOPs are required to be laboratory specific and should reflect how your staff are using a chemical, performing an operation or experiment in your space. Chemicals with similar hazards, physical properties and used in a similar manner can be incorporated into a general SOP. General SOP's must identify each chemical covered.
- All SOPs should be uploaded to your EHS Online group and are valid for a 3-year period before a review and renewal is required. Training groups provide a common storage location and allow access to for all lab members and EHS staff for audit purposes.
- Information in an SOP should include the following basic information.
 - The purpose and name (Chemical, Operation, Process, Equipment or General).
 - A brief description of the work.
 - Occupational exposure effects associated with the chemical or process.
 - Handling & Preparation Instructions.
 - Instructions steps or Operation outline (Operational/Equipment/Process SOP's Only)
 - Storage requirements (Chemicals)
 - Engineering Controls and the location(s) of use, if required.
 - Specific Personal Protective Equipment (PPE) required.
 - Description of spill and decontamination procedures.
 - Description of how waste will be collected, stored, and disposed.
 - Identify locations and availability of emergency, first aid and life safety equipment.
 - Any SOP's can be amended to include supplemental information as needed.

SOP Tools & Resources:

EHS provides tools and resources to assist laboratories with the creation and maintenance of laboratory SOP's:

- An SOP template is available through [EHS Online](#) to assist labs in the creation of new SOP's. This template is only accessible from the documents tab of a research group. *EHS recommends* using this tool when creating a new or updating SOP's, however this is not required.
- Custom SOP's can be created by the lab however they must include all the required information outlined above and be uploaded into the documents tab of your research group.