

# STANDARD OPERATING PROCEDURES

**The Principal Investigator (PI) has the responsibility to inform laboratory personnel of the appropriate research procedures.** When using chemicals or biological agents, the PI should prepare a written Standard Operating Procedure (SOP) outlining the necessary precautions to safely conduct research. An SOP is a set of specific guidelines designed to address the methods that will be used, the safe handling of chemicals and biological agents, and access restrictions to the research area.

The SOP should address, but not be limited to, the following practices:

- ! The name of the chemical(s) and/or biological agent(s).
- ! Assignment of responsibility as appropriate to individuals and departments.
- ! Training of laboratory personnel.
- ! Methods.
- ! Minimization of contact by any route of exposure (inhalation, ingestion, skin contact, mucous membrane contact, or accidental injection).
- ! Engineering controls including ventilation requirements.
- ! Access restrictions.
- ! Use of personal protective equipment.
- ! Decontamination procedures.
- ! Waste disposal procedures.
- ! Medical surveillance or monitoring of personnel as required.
- ! Establishment of an emergency plan.
- ! Regulatory compliance as necessary.

Researchers using extremely hazardous chemicals and/or hazardous biological agents are required to submit an SOP to **EHS** for review and approval before conducting activities. Additional information can be found in the sections of this Manual on Chemicals and Biosafety. Contact **EHS**