#1 CONTACT INFORMATION:

| Procedure Title |  |
| Procedure Author |  |
| Date of Creation/Revision |  |
| Name of Responsible Person | (The PI, Lab Supervisor, or Researcher) |
| Location of Procedure | (Building and room number) |
| Approval Signature | (If required. See section #9 of this template) |

#2 THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:

- [ ] Specific laboratory procedure or experiment  
  Examples: synthesis of chemiluminescent esters, folate functionalization of polymeric micelles, etc.
- [ ] Generic laboratory procedure that covers several chemicals  
  Examples: distillation, chromatography, etc.
- [ ] Generic use of specific chemical or class of chemicals with similar hazards  
  Examples: organic azides, mineral acids, etc.

#3 PROCESS OR EXPERIMENT DESCRIPTION

Provide a brief description of your process or experiment, including its purpose. Do not provide a detailed sequential description as this will be covered by section #6 of this template. Indicate the frequency and duration below. [PRECEDING GUIDANCE TEXT MAY BE DELETED.]

Frequency:  
- [ ] one time  
- [ ] daily  
- [ ] weekly  
- [ ] monthly  
- [ ] other: __________

Duration per Expt:  
__________ minutes; or _____ hours

For assistance with this form contact Laboratory Safety, ORCI 815-753-9251.
#4 SAFETY LITERATURE REVIEW & HAZARD SUMMARY

[FOLLOWING GUIDANCE TEXT MAY BE DELETED]
1. List all physical and health hazards associated with the materials and procedures used in this SOP. Examples of potential hazards include: toxicity, reactivity, flammability, corrosivity, pressure, etc. Review the Safety Data Sheet from the manufacturer (previously MSDS). Also review any other manufacturer safety information.
2. Include personal protective equipment (PPE) as appropriate.

#5 STORAGE REQUIREMENTS

Describe special handling and storage requirements for hazardous chemicals in your laboratory, especially for highly reactive/unstable materials, highly flammable materials, and corrosives. [PRECEDING GUIDANCE TEXT MAY BE DELETED.]

#6 STEP-BY-STEP OPERATING PROCEDURE

[FOLLOWING GUIDANCE TEXT MAY BE DELETED]
For each step’s description, include any step-specific hazard, personal protective equipment, engineering controls, and designated work areas in the left hand column.

a) Guidance on Engineering and Ventilation Controls – Review safety literature and peer-reviewed journal articles to determine appropriate engineering and ventilation controls for your process or experiment.
b) Guidance on Personal Protective Equipment - Respiratory protection is generally not required for lab research, provided the appropriate engineering controls are employed.
c) Designated work area(s) – Highly recommended whenever carcinogens, highly acutely toxic materials, or reproductive toxins are used. The intent of a designated work area is to limit and minimize possible sources of exposure to these materials. The entire laboratory, a portion of the laboratory, or a laboratory fume hood or bench may be considered a designated area.

Steps to include in your procedure:

1. Don personal protective equipment.
   - appropriate street clothing (long pants, close-toed shoes)
   - gloves; indicate type: ______________________________
   - safety goggles □ safety glasses □ face shield
   - lab coats
   - other: ______________________________

For assistance with this form contact Laboratory Safety, ORCI 815-753-9251.
2. Check the location and accessibility of the safety equipment that serves your lab:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Fume</td>
<td></td>
</tr>
<tr>
<td>Hood/Glove Box or other Ventilation Control</td>
<td>Location: ____________</td>
</tr>
<tr>
<td>Eyewash/Safety Shower</td>
<td>Location: ____________</td>
</tr>
</tbody>
</table>

3. Describe the next step in the procedure.

4. Describe the next step in the procedure.


6. Clean up work area and lab equipment.
   Describe specific cleanup procedures for work areas and lab equipment that must be performed after completion of your process or experiment. For carcinogens and reproductive toxins, designated areas must be immediately wiped down following each use. [PRECEDING GUIDANCE TEXT MAY BE DELETED]

7. Remove PPE and wash hands.

#7 WASTE DISPOSAL

Describe the quantities of waste you anticipate generating and appropriate waste disposal procedures. Include any special handling or storage requirements for your waste. Contact EH&S at 815-753-1610 for questions and additional guidance. [PRECEDING GUIDANCE TEXT MAY BE DELETED]

#8 TRAINING REQUIREMENTS

**General Training (check all that apply):**

- ☐ General Safety & Emergency Preparedness
- ☐ Chemical Safety for Laboratories
- ☐ Radiation Safety
- ☐ Biosafety training
- ☐ Other: ____________________________

Depending on the hazardous materials and processes you will be working with in this SOP, additional safety training may be required by NIU. [PRECEDING GUIDANCE TEXT MAY BE DELETED]
<table>
<thead>
<tr>
<th>Location Where Records Maintained:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory-specific training <em>(check all that apply)</em>:</td>
</tr>
<tr>
<td>☐ Review of SDS for other chemicals involved in process/experiment</td>
</tr>
<tr>
<td>☐ Review of this SOP</td>
</tr>
<tr>
<td>☐ Other: ________________________</td>
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<th>#9 PRIOR APPROVALS</th>
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Prior approvals are required by the following University Committees:

Radiation Safety Committee: Radioactive material,  

Radiation Safety Committee: X-Ray machines  

Laser safety: Laser producing equipment Class 3b or above.  

IACUC: Animal use in research  
[http://www.orc.niu.edu/orc/animal_research/index.shtml](http://www.orc.niu.edu/orc/animal_research/index.shtml)

IBC: Recombinant DNA, potential pathogens, human tissue/body fluids  