



HAZARDOUS MATERIALS MANAGEMENT PROGRAM

Section 3. Standard Operating Procedure

CONTENTS

- 1.0 *PURPOSE*
- 2.0 *STANDARD OPERATING PROCEDURES*
 - 2.1 *General SOPs*
 - 2.2 *Specific SOPs*
 - 2.3 *SOP Training*
 - 2.4 *SOP Revision*
- 3.0 *APPROVAL AND REVIEW*

1.0 PURPOSE

Standard Operating Procedures (SOPs) must be established and followed by all employees whose work involves the use of hazardous chemicals and/or processes.

2.0 STANDARD OPERATING PROCEDURES

2.1 General SOPs

Pre-written, general SOPs are available for the hazardous materials common to most laboratories. The Principal Investigator, Lab Manager, or designated person must ensure that employees follow the written SOPs. The pre-written SOPs below are available in the Appendices.

- Carcinogen
- Compressed Gas
- Corrosive
- Cryogen
- Flammable
- Oxidizer
- Reactive/Explosive
- Toxic

2.2 Specific SOPs

The Principal Investigator, Laboratory Manager, or designated person must prepare specific SOPs including Safe Work Practices for all routine processes (e.g. assays, preps, distillations) involving hazardous materials or non-routine processes that involve extremely hazardous materials conducted in the facility. The SOP must include the following components:

- Specific circumstances under which the chemical/process may become extremely hazardous;
- Appropriate personal protective equipment use;
- Toxic properties of chemicals involved;
- Temperature or pressure extremes which should be avoided;
- Emergency procedures; and
- Hazardous waste procedures;

The SOP form is available in IIPP Appendix B.

2.3 SOP Training

See Ancillary Components 2.0 Employee Training.

2.4 SOP Revision

SOPs must be reviewed and revised if the process changes or a new material is added. Employees must be trained on the revised SOP.

3.0 APPROVAL AND REVIEW

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