



Standard Operating Procedures

One SOP can be used for more than one protocol if the same materials, equipment and hazards are the same. Fill out the form completely, save the file and then print it on your printer. A copy should be placed in your Biosafety Manual.

Principal Investigator:	Date Created:
Lab Location (Bldg.) & Room Number(s):	Approval by:
Prepared by:	Signature:

Section 1. Risk Assessment. Potentially hazardous processes that will be performed (check all that apply)

- Animal Injection (list animals): _____
- Centrifugation
- Microorganism (list): _____

- Sharps Use (List needles, scalpels etc...): _____
- Sonication
- Tissue Harvesting
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- Other _____

Section 2. Signs and Symptoms of Illness or Disease (if applicable) Not Applicable

Describe the signs and symptoms of illness or disease for each pathogen.

Section 3. Routes of Transmission (Check all that apply)

- Ingestion
- Inhalation
- Mucous Membrane Exposure (skin abrasion)
- Percutaneous (i.e. Needle puncture, cuts)
- Other _____

Section 4. Identify the Risks or Potential Hazards.



Section 5. Personal Protective Equipment and Safety Equipment Used. (Check all that apply)

- Autoclave- requires quality control protocol
- Biosafety Cabinet- requires annual certification
- Bonnets
- Other _____
- Booties
- Centrifuges
- Eye Protection: _____
- Gloves _____
- Lab Coat
- Gowns (Wrap around style)
- N 95 Respirator Masks
- Surgical Masks

Section 6. Engineering Controls

Describe the engineering controls that will be used to prevent or reduce the likelihood of exposure to the hazards. This includes BSC, rooms with restricted access, No Sharps Use Policy, Safe sharps Use,

Section 7. Biological Spill Response and Lab Accident Response Procedures

Procedures for cleanup of spills and accidental releases. List the location of emergency equipment (eye wash, shower, spill kits, first aid kits, fire extinguishers etc...)

Location of:

- Eye Wash:** _____
- First Aid Kit:** _____
- Fire Extinguisher:** _____
- Spill Kit:** _____
- Emergency Shower:** _____
- Other:** _____

Procedures for Spill Clean Up and accidental releases:



NOTE: Procedures for Fire, Evacuation, Medical Emergency, Natural Disaster, Facility failure, Suspicious Persons, Bomb Threat should be available and included in the Biosafety Manual. They may be requested for review during inspections from HDOA, HDOH, and IBC.

Section 8. Decontamination Procedures

Procedures that will be used to decontamination your lab equipment, glassware and clothing. Include and surface decontamination and daily clean up procedure.

Section 10. Waste Generation and Disposal Procedures

Describe how all biohazardous wastes will be disposed of including sharps. Include a list of types of wastes generated



Section 11 may be duplicated and used for each specific protocol in your lab

Section 11. Protocol

Provide your laboratory protocol for the specific practices.

Protocol Title:		Page ___ of ____
SOP No.	Date:	
Objective:		
Materials Required:		
Procedure:		



Protocol Title:		Page ___ of ____
SOP No.	Date:	

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