STANDARD OPERATING PROCEDURE
FOR CARCINOGENS AND HIGHLY TOXIC MATERIALS

Principal Investigator(s):______________________________
Location(s):__________________________________________
Chemical(s):__________________________________________

1. **Purchasing:**

   All purchases of this material must have approval from the Principal Investigator or ______________________ before ordering. The user is responsible to ensure that a current Material Safety Data Sheet (MSDS) is obtained unless a current one is already available within the laboratory. Quantities of this material will be limited to________________, or the smallest amount necessary to complete the experiment.

2. **Storage:**

   Materials will be stored according to compatibility and label recommendations in a designated area: ____________________________. Storage areas will be regularly inspected by ____________________________ to ensure safety. Periodic inventory reductions will be scheduled.

3. **Authorized personnel:**

   Use of this material requires prior written approval from the PI or __________________________. Title: ____________________.(see Chemical Hygiene Plan for approval level requirements). Use will be limited to the following personnel (check all that apply):

   - Principal Investigator
   - Graduate students
   - Technical staff
   - Undergraduates
   - Post doctoral employees
   - Other (describe) _________________________

4. **Training requirements:**

   The user must demonstrate competency and familiarity regarding the safe handling and use of this material prior to purchase. Training should include the following: (check all that apply)

   - Review of current MSDS
   - Review of the OSHA Lab Standard
   - Review of the Chemical Hygiene Plan
   - Special training provided by the department/supervisor (Right to Know)
   - Review of the departmental safety manual
   - Safety meetings and seminars
   - Additional Training __________________________
5. **Use location:**

Materials shall be used only in the following designated areas in room ______. Check all that apply:

- demarcated area in lab (describe) ________________________________
- fume hood  glove box  other (describe) ________________

6. **Personal protective equipment:**

All personnel are required to wear the following personal protective equipment whenever handling this material (check all that apply):

- Chemical safety goggles
- Face shield
- Gloves (type) ____________
- Respirator (type) ____________
- Rubber apron
- Lab coat
- Tyvek clothing
- Other (describe) ______________

7. **Waste disposal:**

The authorized person using this material is responsible for the safe collection, preparation and proper disposal of waste unless otherwise stated below. Waste shall be disposed of as soon as possible and in accordance with all laboratory and University procedures.

Specific instructions:

8. **Decontamination:**

9. **Exposures:**

Emergency procedures to be followed (from MSDS):

Skin/eye contact--symptoms:

first aid:

Ingestion-- symptoms:

first aid:

Inhalation--symptoms:

first aid:

10. **Spills:**

Spill cleanup materials to be used, location of materials, PPE to be used, disposal of cleanup materials, etc. Please be as complete as possible:
11. **Emergency Phone Numbers:**

Campus Police 9-911

Occupational Health & Safety X8475

12. **Other Special precautions:**

incompatible/reactive materials, useable shelf life, etc. Please be as specific as possible:

Prepared by: ________________________________
Date: __________

Reviewed by: ________________________________
Date: ______

Revised by: ________________________________
Date: ______

Revision Approved by: ________________________
Date: ______

A copy of the completed SOP must be filed with the University Chemical Hygiene Officer at Department of Occupational Health & Safety, 132 General Service Building.