

APPENDIX 12

RECOMMENDED SITE SPECIFIC PROCEDURES

Standard operating procedures (SOP) are intended to provide you with general guidance on how to safely work with a specific class of chemical or hazard. This SOP is generic in nature. It addresses the use and handling of substances by hazard class only. In some instances multiple SOPs may be applicable for a specific chemical (i.e. both the SOPs for flammable liquids and carcinogens would apply to benzene). If you have any questions concerning the applicability of any items listed in this procedure contact the Laboratory Safety Unit of EH&S at x5-3241 or the Principal Investigator of your laboratory. Specific written procedures are the responsibility of the principal investigator.

If compliance with all the requirements of this standard operating procedure is not possible, the principal investigator must develop a written procedure that will be used in its place. This alternate procedure must provide the same level of protection as the SOP it replaces. The Laboratory Safety Unit is available to provide guidance during the development of alternate procedures.

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APPENDIX 13

Standard Operating Procedure for Chemicals (template)

This template allows a researcher to create a Standard Operating Procedure for a hazardous chemical and can be found at:

<http://www.safety.rochester.edu/labsafety/standardops/templates/template1.html>

APPENDIX 14

Generic Standard Operating Procedure for Chemicals

This website provides Standard Operating Procedure for a number of hazardous chemical. The links for each created to date can be found at:

<http://www.safety.rochester.edu/labsafety/standardops/genericchem.html>

When a lab creates a SOP for a "new" chemical, EH&S Laboratory Safety Unit requests an electronic copy (Word document) be emailed to questions@safety.rochester.edu in order to verify the required information is included. Please include SOP in the subject line along with the name of the chemical.

APPENDIX 15

Standard Operating Procedure for Certain Processes/Procedures (template)

This template allows a researcher to create a Standard Operating Procedure for a process or procedure and can be found at:

<http://www.safety.rochester.edu/labsafety/standardops/templates/template2.html>

APPENDIX 16

Generic Standard Operating Procedure for Processes/Procedures

This website provides Standard Operating Procedure for a number of processes or procedures that a researcher can modify to make it specific for his/her location. The links for each created to date can be found at: <http://www.safety.rochester.edu/labsafety/standardops/genericprocess.html>

EH&S's Laboratory Safety Unit requests an electronic copy (Word document) of any lab created SOP for a "new" process/procedure be emailed to questions@safety.rochester.edu to verify the required information is included. Please include New Process/Procedure in the subject line.