



Standard Operating Procedure Template for Laboratory Safety

SOP Author:	Implementation Date:
Department:	Last Reviewed/Updated Date:
SOP Title:	Reviewed by:
Location(s):	

1. Purpose/Background
2. Scope
3. Process or Experiment Description
4. Procedures

To address procurement, inventory, storage, use, monitoring, transport, security, and special handling procedures and work practices.

List steps to be followed in performing the procedure and the required precautions to avoid harm.

Task	Potential Hazard	Precautions
1.		
2.		

- a. Decontamination Procedures
 - b. Emergency Procedures
 - c. Use of ventilation/engineering controls
 - d. Personal Protective Equipment to be used
 - e. Waste Disposal
 5. Training
- Who receives training, who will provide training, how often, material covered
6. References
 - a. Standards, Supplementary Documents, Websites