

# Standard Operating Procedure

<b>Department:</b>	Click here to enter text.
<b>Date SOP was written:</b>	Click here to enter a date.
<b>Date SOP was approved by PI/lab supervisor:</b>	Click here to enter a date.
<b>Principal Investigator:</b>	Click here to enter text.
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<b>Office Phone:</b>	Click here to enter text.
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<b>Location(s) covered by this SOP:</b>	(Name and Phone Number)
	Click here to enter text.
	(Building/Room Number)

**Type of SOP:**

**Purpose**

**Physical & Chemical Properties/Definition of Chemical Group**

**Potential Hazards/Toxicity**

**Personal Protective Equipment (PPE)**

**Engineering Controls**

**First Aid Procedures**

**Special Handling and Storage Requirements**

**Spill and Accident Procedure**

**Medical Emergency Dial 911 or x52111**

**Safety Data Sheet (SDS) Location**

**Protocol/Procedure (Add lab specific Protocol/Procedure here)**

# Sample Sop Manual

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