

SJSU EHS RSS SOP App Workflow

Skye Kelty Last Updated Nov 6, 2024

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This is a living document as we onboard the first cohort of labs/shops into the new RSS SOP app. Please feel free to leave comments if you come across any hurdles or would like to share a tip with others.

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Changing Group Member Roles in RSS

1. Log into ehs.ucop.edu and click on your initials in the top right corner. Select “Profile.”
2. Select the group you would like to edit in the “Group Memberships” table.
3. To change the roles of personnel, select their name in the “Members” table. See “Roles in RSS” for role descriptions.
 - a. Note- removing people from your group will change their access to your lab/shop-specific materials, but will not erase the documentation of their SOP signature or actions in the system while they were members of the group.
4. To add a new person to the group, click on the blue dot with a plus sign in the lower right corner. Search the list by the email address.
 - a. Note- some campus personnel have to log into the RSS system in order to show up in the search (this problem is most common for Research Foundation employees).
5. Roles in RSS:
 - a. **System managers**— safety staff have this role so they can navigate between all campus groups and documentation. This role is for EHS and the most senior safety staff that generally have emergency responder duties. *Facilities, University Police Department, Research Foundation, and Office of Research risk managers or leadership may also have this access.*
 - b. **Collection**— subsets of groups based on department or college. This level of organization identifies specific safety managers for the space and leadership that need to be informed about safety compliance. Collections allow dept chairs, technical staff, and college leadership to navigate between the groups that are under their authority. Collection admins are cc'd on RSS Inspection Reports and have access to some analytic tools.
 - c. **Group**— this is the scale for the individual labs/shops/studios. Groups have an owner (usually the lab/shop supervisor or a dept chair), are assigned locations, have associated documents (SOPs, chem inventory, inspection reports, lab hazard assessment), and members.
 - i. While not commonly needed, groups can be set up as collaborators if they need visibility into other documents (like 2 labs that share chemicals and want to link their RSS chemical inventories). Contact safety staff for help setting up group connections if it will help streamline your safety workflows.
 - d. **Group Owner**— each group has an owner that is the primary person liable for the space. Owners can manage group members, documents, and some location choices. This is usually the lab/shop supervisor, a lead technician assigned to oversee safety for a space, or the dept chair.
 - e. **Group Member**— the most basic member of the group can review documents but editing privileges are limited. For example they can view the chemical inventory and can sign SOPs. This level cannot edit SOPs (unless you go out of your way to give them specific editing access for a specific SOP).
 - f. **Group Member + Delegate**— this gives owner level editing abilities to the group member. This is appropriate for lab managers or lab safety leads. For example, they

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will be cc'd on inspection reports, can make major changes in chem inventory, and can make changes to personnel.

- g. **Group Member + Inventory Manager**— this gives owner level editing privileges for the chem inventory without the additional owner privileges afforded to delegates.

This is the level of access that allows students/personnel to help edit SOP drafts WITHOUT giving them access to the lab/shop safety inspection reports.

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Determining which SOPs are required

1. **Animal Safety integration into RSS SOP system is still pending**
2. **Radiation Safety integration into RSS SOP system is still pending**
3. **Biohazards:** BUA related SOP training will be documented in this system.
4. **Chemicals:**
 - a. Make sure that your inventory is up to date and certified in the RSS Chemical Inventory system. Contact safety staff if you need help. Certification is required annually.
 - b. Once this is complete, safety staff can provide you with a list of all chemicals that fall into SOP requirements. Most chemical SOP requirements are listed below:
 - i. Acute Toxins, Organ Specific Toxins, Reproductive Toxins, Carcinogens
 - ii. Oxidizers, Flammable Solids, Reactive Chemicals
 - iii. Compressed Gases & Cryogenic Liquids
 - iv. Controlled substances
 - v. Precursor chemicals
 - vi. Mercury and mercury-containing devices
 - vii. Hydrofluoric Acid
 - viii. Tetramethylammonium hydroxide (TMAH)
 - c. You can go to ehs.ucop.edu/chemicals and “search chemicals” to filter the advanced search for these hazard classes OR chemical names. You can also filter to a specific room by going to "search chemicals" then clicking the little carrot (^ upside down) on the upper right and then clicking and scrolling on "location" to see hazards in a specific location.
 - d. You can navigate to the RSS Chemical SOP page: <https://ehs.ucop.edu/chemicals/> and then select Inventory SOPs. Click on the blue dot in the lower right corner and select “SOP requirements” to get a list of the general categories that require SOPs in your inventory.
 - i. Note that the “SOP Requirements Met” column has a glitch that Skye is working to fix, but the Bands Requiring An SOP column is working. If this is not helpful to you, feel free to reach out to safety staff or Skye Kelty if you want a quick report for SOP requirements including a list of specific chemicals that triggered the SOP requirements.
5. **Equipment:** At SJSU, equipment hazard rating is based on risk of property damage, injury, harm or death on a scale of 1-5. Documented SOP training is required for level 5 & level 4 equipment. SOP documentation is highly recommended for level 3 equipment,

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but this is open for conversation with safety staff to make sure the approach is appropriate for the lab/shop.

- a. **Level 5** is the highest category of potential harm including risks of death or property damage that could impact the whole building/campus. Level 5 equipment is rare on campus.
 - i. **SOPs are required by EHS.**
 - ii. Examples include: equipment in our campus power plant or confined spaces with toxic atmospheres
- b. **Level 4** is the second highest category of potential harm including risks of long term disability, injuries that require emergency medical care, and major property damage. Injuries would involve taking someone to the emergency room or a specialized medical professional (like optometrist for laser eye injuries). Property damage could lead to a room shut down for major repairs (for example: major flooding, fire, explosion, chemical damage).
 - i. **SOPs are required by EHS.**
 - ii. Examples include: equipment with large reservoirs of hazardous chemicals, substantial personnel exposure to heat/flame, or potential to blind someone, class 3B & 4 lasers, autoclaves, some furnaces (this may be covered in a compressed gas SOP).
- c. **Level 3** represents a moderate risk of potential harm including substantial risks of injuries that require medical attention and substantial impacts on the ability of occupants to safely continue use in the space. The injuries would be something that an urgent care center or occupational health clinic would be able to handle and the injured person would be likely to have a full recovery of their health (for example: stitches, burns, sprains). Property damage would impact the equipment itself and the area immediately surrounding the equipment-- the damage would either be prompt to address or would be limited in physical spread to allow prompt return to activities in the space.
 - i. **SOPs are required by EHS in some contexts on campus.**
 - ii. Examples include: floor centrifuges (especially ultracentrifuge), drill presses, and industrial kitchen stoves
- d. **Level 2** represents a minor risk of potential harm including injuries that can be addressed with basic first aid (superficial burns, small cuts, nonhazardous chemical exposure) or minor property damage would usually be limited to damaging the equipment itself. The property damage would be straightforward for the lab/shop supervisors or technical staff to fix without significant involvement from FDO or other external assistance.
 - i. **SOPs are not required by EHS** since the lab/shop supervisor should be able to handle these minor hazards and substantial harm to life/property is not likely.
 - ii. Examples include: sewing machines (minor sharps injuries), microwaves (metal=fire risk), and hand-held power drills.
- e. **Level 1** represents a minute risk of potential harm. Examples include computers and other common household equipment.

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- i. **SOPs are not required by EHS** since the primary concern is protecting equipment and not risk to life/property.
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Determining which safety staff must review the SOP

1. Most of your SOPs can be signed by your college/dept safety staff. Here are the safety staff that are qualified to sign off on SOPs. These folks are qualified emergency responders for hazardous materials & processes.
 - a. CoE - Neil Peters or Mike Parker
 - b. CoHA - Keay Edwards
 - c. CoS - Kitty Nguyen or Randy Kirchner
 - d. MLML - Jocelyn Douglas
 - e. CoSS, CoHHS - EHS staff
2. At any time, college/dept safety staff can escalate the SOP to EHS for review. This is common for complicated situations and for especially hazardous materials.
3. SOP review in RSS DOES NOT replace other safety authorization processes like Laser Safety Authorization, Biological Use Authorization, or Controlled Substance Registrations.
4. The goal of safety staff review is to provide key safety information to the person who will deal with the waste you produce, accidents that could happen, and day-to-day safety support to operations. The safety staff review should be viewed as a **collaborative process between safety staff & lab/shop supervisors** to make sure everyone is on the same page. Safety staff are not responsible for detailed review (for example reviewing every Safety Data Sheet to make sure that nitrile gloves are appropriate). Safety staff are not responsible for editing or feedback about process/experimental optimization – please seek out peers, colleagues, or personnel for help with experimental plans and editing BEFORE sending a final draft to safety staff for review. For earlier stages, we recommend setting up consultation appointments with safety staff or attending **EHS office hours (noon-1 Tues & Wed year round, RSVP to skye.kelty@sjsu.edu)**. Lab/shop supervisors are responsible for the safety of their personnel– these SOP templates and safety staff reviews are intended to just provide a head start and consultations.
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Drafting the SOP

1. SOPs are housed within a chemical inventory for a specific physical space (or dept). You will use this app for all the SOP documentation, not just for chemical SOPs. Some examples of sharing SOPs between lab/shop groups are explained below. Contact Skye Kelty if you need help setting up a SOP that is shared between groups (for example: there are a few designated trainers for welding in CoE, so the college will house the core SOP for welding).
 - a. **REMINDER:** SOP templates are intended to give you a head start – the lab/shop supervisor is able to customize almost all of the SOP language to make sure it

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fits their operation. Just make sure to check in with safety staff if your operation needs to diverge from the standard template. A risk assessment and additional safety oversight may be required for unique operations. Please use this SOP process as an opportunity to make sure safety staff can be allies to your lab/shop for regular operations and for emergencies.

2. Navigate to the RSS Chemical SOP page: <https://ehs.ucop.edu/chemicals/> and then select "Inventory SOPs".
3. Click on the blue dot in the lower right corner and select "Create New Procedure".
 - a. NOTE– Only the lab/shop supervisor can create procedures if you want to delegate SOP development to other lab personnel. Please see the "Using the SOP App to document training" section for instructions related to sharing the SOP. We are trying to make sure students can't meddle in the system without lab/shop supervisor knowledge.
 - b. Search for the lab/shop supervisor last name to find the correct inventory.
 - i. For dept shared spaces, the lab/shop supervisor is usually the dept chair.
 - c. Search for the template you would like to use.
 - i. The templates have the year that they were published at the front– you can use this to help determine if you are using the most recent version during an SOP revision.
 - ii. If you don't see a template or would like to contribute a new template to SJSU, contact skylar.kelty@sjsu.edu
 - d. Input whatever title & description makes sense for your specific lab. Using the template name is recommended to make it easier for safety staff to audit your SOP compliance. You can edit the title & description later in this process as well.
 - e. Click "create".
4. Review the "Document Owner" information at the top of the SOP screen.
 - a. If you need to change the document owner (for example to another PI in a shared lab), navigate to the "Details" tab and you can transfer ownership.
 - b. If safety staff help you get started, they will make sure to transfer the ownership of the document to the lab/shop supervisor.
5. To start editing, make sure that you are in the SOP tab, click on the blue dot in the lower right corner, and select "edit". In this view, you just need to click on the section to edit the information.
6. **NOTES ABOUT EDITING SOPs IN RSS:**
 - a. **CAUTION! IF YOU DELETE ONE OF THE SECTIONS IT WILL BE LOST FOREVER.**
 - i. Do not delete any of the sections in the SOPs. If you accidentally hit the trash can button while you are editing, a cautionary warning will appear before the section is deleted. If you delete a section, you will have to start from the fresh template and copy over any edits you made to the SOP you were previously working on.

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- b. **CAUTION! Progress is not automatically saved. Periodically click the “save” button after editing sections to prevent losses if the internet goes out or other unexpected technical issues occur.**
 - i. Reach out to skye.kelty@sjsu.edu if you would like a word doc or google doc version of the template. You will have to spend some extra time formatting in the RSS SOP app if you complete your editing in word or google doc. Be careful to not accidentally hit the “cancel” button instead of the “save” button – this will delete the edits.
- c. **CAUTION! The RSS App is not good at spelling/grammar checks.**
 - i. Once you complete your draft, carefully review spelling and grammar. The Chemical Hygiene Officer is lobbying with the app developers to improve this feature and the formatting features. Here is a trick safety staff use: 1) save the final SOP draft as a PDF, 2) convert to word doc, and 3) cross check. If you need help navigating this, please attend Skye Kelty’s office hours (RSVP to skye.kelty@sjsu.edu). Hopefully this is still better for you than the old school binder method!
7. Double check that the **Title and Description** make sense for your lab/shop.
 - a. Note– expiration date will automatically be set to a year after the SOP is published. This information will appear in the summary information at the top of the SOP **AFTER** publishing the SOP.
8. **EDITING SOP SECTIONS:**
 - a. **Lab/Shop Contact Information Table:** To add more rows to the table you need to click the row at the bottom. Each time you add text to the bottom row, a new row will appear. This table expansion is helpful if you need to add contact information for multiple PIs, lab/shop managers, or other critical lab/shop leadership.
 - b. **Emergency Contact Table:** Limit this table to those you would call for help in case of a dire emergency. Make sure to add in your college/dept emergency contact if you have one (for example: Randy, Neil, Mike, Jocelyn, Keay, Wing, or the appropriate campus safety officer if not already listed).
 - c. **For chemical SOPs, DO NOT edit the "chemical bands" section – these help safety track SOP compliance.**
 - d. **Main SOP Text:** Carefully review highlighted instructions before deleting them. Make sure to follow instructions to reach out to safety staff for speciality

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situations. Make sure to follow instructions about the limitations of the scope of the SOP and the SOPs for specific hazards.

- i. You can add attachments to some sections by clicking on the paperclip symbol for that section. You can attach pictures, PDFs, and work documents. Unfortunately, you can't attach videos directly in the SOP. You can add a link to a video, but it will not be saved in the RSS SOP system, so make sure that you have a hard copy on file if any regulatory agencies request it in the future. Reach out to Skye Kelty if you need help capturing an online video for documentation purposes.
 - ii. If you want to integrate particular formatting into your SOP like the highlighting, you can copy text into the document from a google doc or word doc. The formatting options within the RSS app are a bit limited. Most of the usual shortcuts for formatting will work – like CTRL+B to bold text or CTRL+Z to undo a change.
 - iii. If you ever want to double check the formatting for the SOP, you can click on the blue dots in the lower right corner and select “View” and then click the blue dot again and select “save as PDF”. **Make sure to save your work before navigating to the “view” function or generating the PDF– there is not a reminder to save your work before you transition out of editing mode.**
- e. **Detailed Protocol Section:** Carefully review highlighted instructions before deleting them. You may use a few approaches to include lab-specific detailed protocols in your SOP. Examples may be attached to the SOP template to help you figure out the level of detail that is appropriate. This varies widely based on the type of hazard, riskiness of operations, amount of supervision, intensity of training and lab/shop supervisor oversight of activities, and the level of improvisation allowed in the lab/shop. If you have questions about how much depth is required, please attend EHS office hours for advice.
- i. **MAKE SURE TO DELETE DETAILED PROTOCOL TEMPLATES THAT AREN'T RELEVANT TO YOUR LAB/SHOP.** Note that this action sometimes takes a few moments. If you are having trouble with attachments, save all your other changes and then refresh the tab before trying again.
 - ii. “Detailed Protocol” is a template that covers specific workflows with boundaries on improvisation. For experimental processes, the goal is to set up thresholds and boundaries to operation – temp will not exceed X, less than Y will be handled by personnel, power will not exceed Z. For protocols without improvisation or substantial experimentation, specific protocol details would be appropriate – providing solution recipes, specific checklists or worksheets for workflows. For equipment, this might even just be a section of the user manual.
 - iii. Template logs or signs are attached to some SOPs. These provide a template for lab personnel to use to meet safety requirements.

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- iv. For Chemical SOPs, the “Chemical Overview Table” template is an approach preferred by labs with more extensive chemical inventories and more substantial improvisation.
- v. For Chemical SOPs, you can also consider adding in specific waste label templates for protocols without much improvisation. A fillable waste label template is available [here](#). Make sure to comply with college/dept rules about waste container generation.
- f. **Lab-Specific Version Table:** Make sure to add in the history of your lab-specific SOP. It is OK to set the RSS version as 1.0. If you have previous versions in other forms, you can input that history into this section.
- g. **Documentation of Required Standard Operating Procedure Training Section:**
 - i. List designated trainers at the end of this section!
 - ii. Training for the required SOP must be a 1) detailed demonstration, OR 2) hands-on training with the hazard itself or a less hazardous substitute.
 - 1. Detailed video demonstrations may be acceptable for some hazards. If video demonstrations are acceptable to the safety staff & designated trainers, the video must be linked into the SOP document and the lab/shop supervisor must keep the video on file so they are prepared for future requests by regulatory agencies. You must provide a link to this training in the SOP OR you must provide detailed information about the training video so auditors can track it.
 - 2. Safety staff can provide advice about abbreviated hands-on training/demonstration for fully supervised activities without substantial improvisation.
 - a. For example, a safety orientation at the beginning of the semester for a fully-supervised lab class.
 - b. For example, a short pre-activity safety briefing could be sufficient for a single supervised class activity that involves a hazard.
 - c. Abbreviated training is **not** acceptable for work with hazards that will **not** be directly supervised and actively monitored by the designated trainers.
 - d. Abbreviated training is **not** acceptable for processes that allow substantial improvisation by personnel without direct supervision by designated trainers. Examples of scenarios that allow personnel to improvise include senior projects, Masters of Fine Art projects, after-hours welding by engineering clubs, independent field work, and independent research projects.
- h. **SJSU SOP acknowledgment:** Make sure to add the lab/shop supervisor, your safety staff that have to review this SOP, and any designated trainers. **DO NOT ADD GENERAL LAB/SHOP GROUP MEMBERS AT THIS TIME.**

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- i. **DO NOT PUBLISH THE SOP UNTIL SAFETY STAFF HAVE A CHANCE TO REVIEW.** You can email your safety staff to ask them to review your draft SOP. Safety staff who are eligible to sign off on SOPs will already have access to your SOP app.
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Publishing the SOP:

1. Navigate to the RSS Chemical SOP page: <https://ehs.ucop.edu/chemicals/> and then select "Inventory SOPs".
2. Select the Draft SOP you would like to publish.
3. Click the blue dot in the lower right and select "Ready for Use".
4. Once the SOP is published, you can scroll to the bottom to hit "I agree". The other lab/shop supervisors, designated trainers, and safety staff listed on the initial SJSU SOP acknowledgement list will be automatically emailed a link to instruct them to sign the published SOP.
5. Once the lab/shop supervisors, designated trainers, and safety staff have signed, you can use this SOP to document the training for your lab personnel.
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Using the SOP App to document training

1. **REMINDER: Only the designated trainers for the SOP should provide training to lab personnel. Allowing personnel to initially sign the SOP after just reading the SOP without hands-on training/demonstration is NOT acceptable. Annual renewal signatures can be obtained without substantial refresher training as long as personnel have a formal opportunity to discuss the SOP with the designated trainer before signing. Hands-on annual refresher training is strongly recommended if possible to complete instead of relying exclusively on verbal discussion. The goal of annual refresher training is to provide opportunities for continuous improvement and to make sure practices in the lab/shop don't drift from the intentions of the lab/shop supervisor or designated trainer.**
2. You can download a PDF of your SOP to share with personnel in preparation for training.
 - a. Navigate to the Chemical App: <https://ehs.ucop.edu/chemicals/> and then select Inventory SOPs.
 - b. Select the SOP you would like to download.
 - c. Click on the Blue dot in the lower right corner and select "Save PDF".
 - d. Remember to also download any attachments separately– for example: word documents attached to the SOP in the RSS system will not automatically download with the PDF of the text.
3. Once initial training is completed by the lab personnel OR annual refresher training/discussion has been completed, use the following steps to document the training.

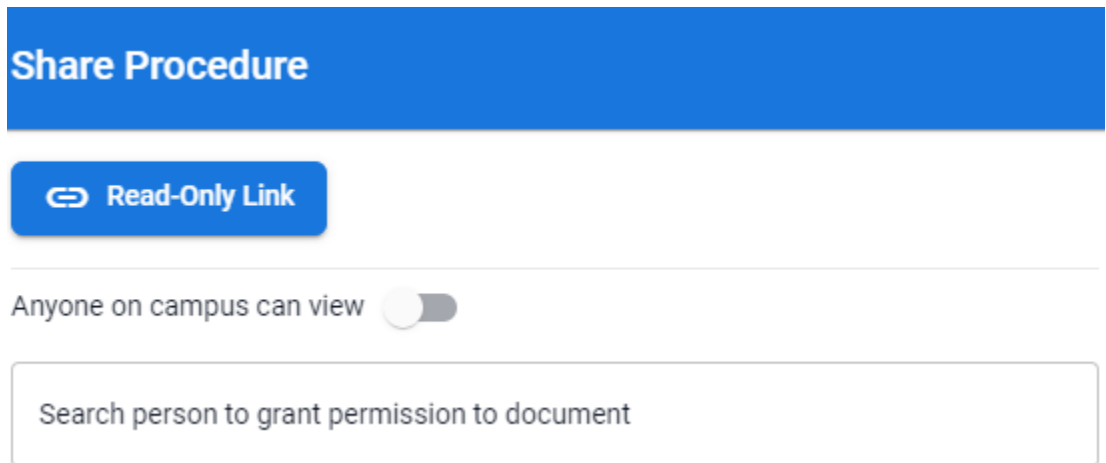
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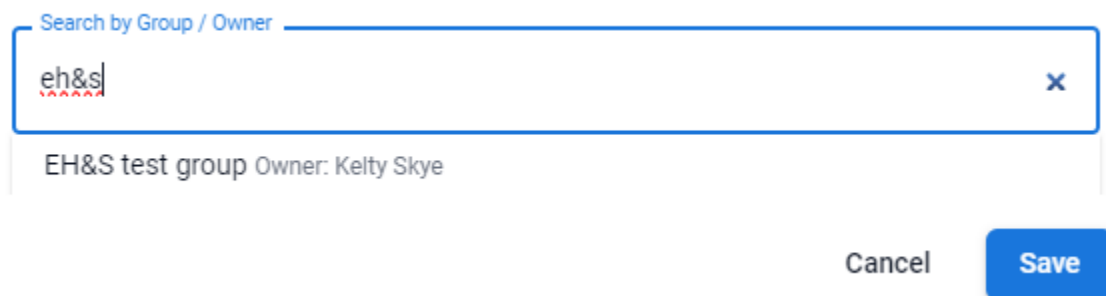
4. TO ADD PEOPLE INDIVIDUALLY TO THE SOP DOCUMENTATION:

Scroll down to the next item if you want to just use a link or generate a QR code.

- a. Make sure that the relevant personnel are included in your group. To add/remove people to your group, see the [Changing Group Member Roles in RSS](#) section above.
- b. Navigate to the Chemical App: <https://ehs.ucop.edu/chemicals/> and then select "Inventory SOPs".
- c. Select the SOP for the training you would like to document.
- d. In each SOP, you can go to the blue button on the bottom right to "Share".
 - i. To **add a single person**, you can search by email or name (email is recommended).



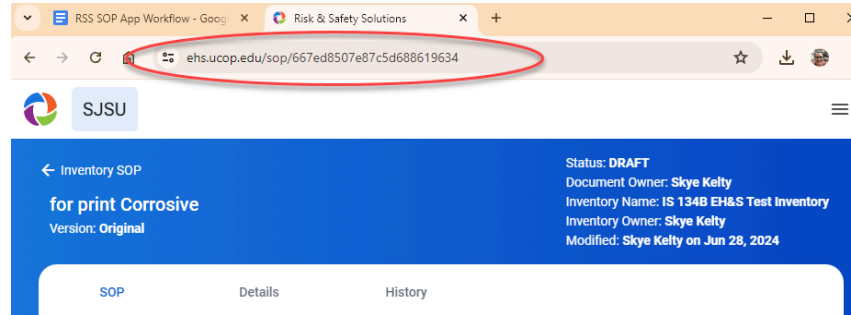
- ii. To **add multiple people**, you can search for the group and add all the current members of the group. Double check that you only give the lab personnel "view" status– the app automatically gives people that are added edit status. Edit privileges are only recommended for the lab/shop supervisor and the designated trainers.



- e. Once you add the personnel, they should receive an email to review the SOP and sign. If they have not been added to the SOP, they will receive a notification that they don't have access to the document.
 - i. If they don't receive the email prompt, you can share the link to the SOP in your own browser with the personnel. The specific link to the SOP would read ehs.ucop.edu/sop/UNIQUE.CODE. An example is circled in red below.

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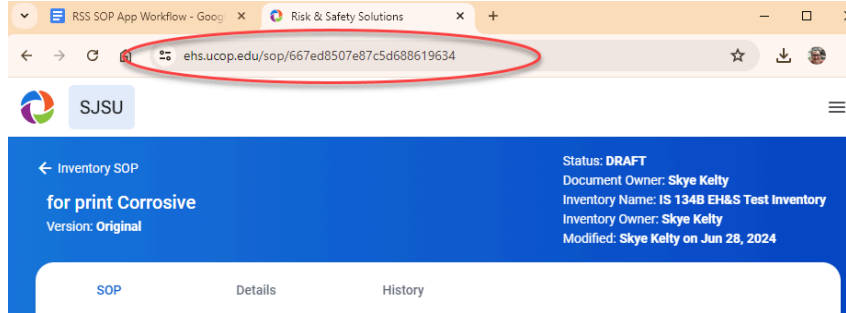
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- ii.
 - iii. Alternately, the personnel can log into ehs.ucop.edu/chemicals and click on Inventory SOPs to find the applicable SOP. We don't encourage this option since we want the designated trainer to be in control of sharing the link with personnel – we don't want personnel to sign SOPs without the required training.
5. **TO ADD PEOPLE IN BULK TO THE SOP DOCUMENTATION:**
- a. **Remember this means that anyone with the SJSU log in can see the SOP at ehs.ucop.edu/sop. This is most appropriate for classes with large student numbers that can be briefly opened to collect signatures and then archived once signatures are collected for the class.**
 - b. Alternatively, you can share a unique link to your SOP by copying it from the browser. The specific link to the SOP would read ehs.ucop.edu/sop/UNIQUE.CODE. For example, the Chemical Hygiene Officer uses a QR code so that people that complete training can promptly sign the SOP using their phone. If you are training a large number of people, this approach and making the SOP public could be more efficient. This link-based option is also helpful if you want to embed the link into a class assignment in Canvas. Reach out to safety staff if you want to set up a master link or QR code approach for large scale training. Please be cautious with this approach since cheating is more likely for public SOPs.
 - c. Before sharing the SOP with your personnel, make sure to provide access to anyone that logs into the RSS website you will provide.
 - i. Go to the 3 blue dots at the bottom right and select "Share".
 - ii. In the share menu, turn on the "anyone on campus can view" option.
 - iii. At this point, anyone at SJSU with the link to the SOP can sign it.
 - iv. It will be the responsibility of the designated trainers to make sure that everyone that signs the SOP actually completed training. For example, students would be able to share the link with each other We recommend that the designated trainers implement additional security measures to get ahead of sharing– for example have an additional checkpoint within a class Canvas page to make sure – for example cross-check your training attendance log with the SOP signatures after everyone signs so you can identify if people sign on dates that don't line up with a hands-on training. If you have major concerns about bulk signing or you suspect "cheating" please let EHS know about the situation so we can help you resolve it.
 - d. The specific link to the SOP would read ehs.ucop.edu/sop/UNIQUE.CODE. An example is circled in red below.

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- e.
6. Personnel must review the SOP and any critical attachments. Once their training is complete and they have had a chance to ask questions to the designated trainer, they scroll to “SJSU SOP Acknowledgement” at the bottom of the SOP and click on “I Agree”.
 7. Lab/shop supervisor and designated trainers will be able to sort the signatures by name, date, and completion status. “Not yet signed” will appear under the signature date if the person that was trained has not yet signed the SOP to acknowledge training.
 8. **REMINDER:** Personnel are only able to sign the SOP one time and the signature cannot be reversed/deleted if an accident occurs. The signature on this document is a serious legal document.
 9. **REMINDER:** Personnel must have a SJSU ID and will be required to use the SJSU dual authentication system to log into this SOP. People that conduct hazardous work on behalf of SJSU MUST be staff, faculty, students, or formally appointed volunteers. This is critical to make sure that our SJSU liability coverage is available to these individuals if something goes wrong. EHS will not accommodate SOP access for people without formal SJSU appointments. Alternative approaches can be used to document non-hazardous SOP or lab rules compliance for guests or visitors at SJSU (for example visiting scholars from another university to SJSU for a few days of training OR a science activity for a group of teachers visiting SJSU). Check with EHS if you need help navigating an unusual situation.
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Replacing or Archiving the SOP

1. Navigate to the Chemical App: <https://ehs.ucop.edu/chemicals/> and then select “Inventory SOPs”.
2. Select the SOP you would like to archive.
3. Click on the Blue dot in the lower right corner and select “Archive”.
4. Check to see if there is a more recent version of the SOP template – the title of the template will state the year it was published. If there is a new template, use the new template to generate your replacement SOP.
5. [Click here to return to table of contents](#)