UNIVERSITY OF ALBERTA

Name of Safe Operating Procedure

Make a copy & modify/adapt this SOP to meet your needs.

Scope

This SOP outlines steps for [insert process.]

Contact Information

Department/ Faculty			
Location (Room # and Building)		**Name of Supervisor**	
Phone #		**Email**	
Emergency Contact		**After hours phone #**	

Hazard Identification

(Identify hazards associated at each step of the process or equipment or link to your hazard assessment)

Training Required

(Indicate training required to conduct this process safely)

Control Measures

(List hazard control measures to be followed during the procedure, including elimination/substitution, engineering controls, administrative controls, and personal protective equipment.)

Tools, Materials, Equipment

(List the required tools, equipment, materials (and quantities, masses or volumes) that are required)

Step-by-Step Procedure

(Details of the process from start to finish in chronological order, emphasizing the individual activities to carry out the process. Include safety instructions for each step, where needed, and highlight specific operating conditions that must be followed e.g. temperature or pressure etc.

Ensure the safety measures identified in the hazard assessment or the Safety Measures Section above are used.)

e.g.

1. Set up equipment and turn the power on.

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2. Don PPE (gloves, safety glasses, lab coat/coveralls) if not already worn
3. Complete daily equipment checks and calibration (See Equipment Maintenance)
4. Open door/lid and place materials inside.
5. etc...

Hazardous Waste Disposal Procedures

(List step by step instruction and include type of containers and required segregation from other hazardous materials)

Equipment Maintenance Procedures

(List step by step instructions required for preventative maintenance. This is best used for daily maintenance required prior to operation, but can also include weekly, monthly or annual maintenance required as outlined by the supplier/manufacturer. See the user manual for details specific to your equipment.

Emergency Procedures

(List procedures for possible emergencies including spills, accidental exposures, etc. Include first aid response, notification and incident reporting procedures)

References

Prepared By: **Date:**

Approved by: **Date:**

(Supervisor/Department Chair)

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