**נספח ז' – תבנית להוראות עבודה בטיחותיות, Standard Operating Procedures (SOPs)**

|  |
| --- |
| **Standard Operating Procedure (SOP)** |
| < Name of HazMat (Hazardous Material) / Procedure > |

Print a copy and insert into your *Laboratory Safety File.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty:** | Click here to enter text. | | | |
| **SOP Preparation Date:** | Click here to enter a date. | **SOP Approval Date:** | | Click here to enter a date. |
| **Principal Investigator:** | Click here to enter text. | | | |
| **Lab Manager:** | Click here to enter text. | | | |
| **Laboratory Phone:** | Click here to enter text. | | **Office Phone:** | Click here to enter text. |
| **Emergency Contact:** | Click here to enter text. | | **Emergency Contact Mobile:** | Click here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of SOP: |  | Process |  | Hazardous Chemical |  |  |

**Purpose <of HazMat / Protocol>**

**< In case of a HazMat >**

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

|  |  |  |
| --- | --- | --- |
| **CAS:** |  | **< Relevant Pictogram >** |
| **Class:** |  |
| **Molecular Formula:** |  |
| **Form (physical state):** |  |
| **Color:** |  |
| **Boiling Point / Flash Point:** |  |

**Potential Hazards / Toxicity**

|  |  |
| --- | --- |
| **Target Organs:** |  |
| **Inhalation:** |  |
| **Skin:** |  |
| **Eyes:** |  |
| **Ingestion:** |  |

**Personal Protective Equipment (PPE)**

|  |  |
| --- | --- |
| **Respiratory Protection:** |  |
| **Hans Protection:** |  |
| **Eye Protection:** |  |
| **Skin & Body Protection** |  |

**Engineering Controls**

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| --- |
|  |

**First Aid Procedures**

|  |  |
| --- | --- |
| **If inhaled -** |  |
| **If ingested -** |  |
| **In case of skin contact -** |  |
| **In case of eye contact -** |  |

**Special Storage & Handling Requirements:**

**Storage**

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|  |

**Handling**

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|  |

**Spill and Accident Procedure**

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|  |

**Decontamination / Waste Disposal**

**Label waste**

|  |
| --- |
|  |

**Store waste**

|  |
| --- |
|  |

**Protocol / Procedure**

Click here to enter text.

**IMPORTANT NOTE:** Any deviation from this SOP requires a PI approval.

**Documentation of Training**

* Prior to conducting any work with this HazMat / protocol, Principal Investigator must provide a designated instruction to his/her laboratory personnel specific to the hazards involved with this HazMat / Protocol, including work area decontamination and emergency procedures.
* The Principal Investigator must provide his/her laboratory personnel with a copy of this SOP and a copy of the MSDS provided by the manufacturer.
* The Principal Investigator must ensure that his/her laboratory personnel have attended appropriate/required laboratory safety training or refresher training within the last year.

**I have read and understand the content of this SOP.**

|  |  |  |
| --- | --- | --- |
| **Employee / Graduate Name** | **Signature** | **Date** |
| Click here to enter text. |  | Click here to enter a date. |
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