LABORATORY SAFETY SOP TEMPLATE

Anything highlighted in yellow is for guidance to develop this SOP and needs to be deleted when finished.

[ ] = Anything between the brackets need to be updated and changed by the PI.

There is a minimum of 4 Sections.

* Section 1: General Safety
* Section 2: [Name of task, experiment or procedure]
* Section 3: Laboratory User Acknowledgement
* Section 4: Contact Information

Section 1 is complete as is. There is no need to add unless you want to.

Section 2 is updated by PI. Add more “Name of task, experiment or procedure” sections as needed.

Section 3 is complete as is. Just use it for signatures.

Section 4 only needs to be updated for the lab contacts.

I have added an example at the end of this template of how to address section 2.

Don’t forget to edit the header for your lab.

[LAB & LAB ROOM] STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS:

* Section 1: General Safety
* Section 2: [Name of task, experiment or procedure]
* Section 3: Laboratory User Acknowledgement
* Section 4: Contact Information

SECTION 1: GENERAL LABORATORY SAFETY

The following are instructions that need to be observed in all labs, offices and work areas:

1. Housekeeping: Keep work and personal areas clean and cleanup after the completion of any work or at the end of each day.
2. Working Alone / After Hours: All experiments or operations will not be performed alone or done after hours unless authorized by your PI or Supervisor.
3. Eyewash Stations and Emergency Showers: Access to these areas MUST BE unobstructed and clutter free at all times.
4. Egress routes & Aisles: A 36-inch unobstructed path through aisles and to the exit must be maintained at all times.
5. Fire Pull Stations & Fire Extinguishers: A 36-inch unobstructed path must be maintained and the area around the pull stations and extinguishers must be free of clutter.
6. Electrical Panels & Switches: A 36-inch unobstructed path must be maintained and the area around the panels and switches must be free of clutter.
7. Maintenance Rooms: Must not be blocked and not used for storage of any items.
8. Appliances: Major appliances, such as refrigerators and microwaves, must be directly plugged into a wall outlet. Never use extension cords.
9. Extension Cords: Extension cords are NEVER to be attached to other extension cords or surge protectors (known as daisy-chaining). Extension cords are a temporary use only and to be ONLY plugged directly into a building’s electrical receptacle. At the end of each day, they must be unplugged.
10. Surge Protectors: Must be plugged directly into building’s electrical receptacle. Never plug into an extension cord or another surge protector.
11. Sprinkler / Ceiling Clearance: 18 inches of clearance from the ceiling or sprinkler heads must always be observed.
12. Trip Hazards: Ensure egress routes do not have tripping hazards. All work areas and access will be trip free. Material or items will be stored appropriately to prevent tripping.
13. Secure Cords or Wires: Cords or wires should be secured across a floor to prevent a tripping hazard. Secure with tape for temporary solution. For permanent solutions use a cord protector, re-route from ceiling or re-arrange room set-up.
14. Lab Entrance Door: Never prop open lab doors. They are fire rated to prevent a fire to quickly spread to the hallway and other labs.

SECTION 2: [LAB TASK, PROCEDURE OR EXPERIMENT]

**OVERVIEW OF TASK, EXPERIMENT OR PROCEDURE:**

**REQUIRED TRAINING:**

**REQUIRED PPE:**

**HAZARDS and/or RISKS:**

**SPILL and/or EVACUATION PROCEDURES:**

# SECTION 3: LABORATORY USER ACKNOWLEDGEMENT

All lab user’s must sign and date below. You are acknowledging you have read, understood and are willing to comply with all regulations. Also, you are acknowledging the completion of all required training from UTSA as well as receiving hands-on training and specific instructions from the Principal Investigator or Supervisor.

**DO NOT** attempt to do experiments or projects without proper training and an understanding of the procedures. If there is ever any doubt or questions on how to do a task, then seek advice BEFORE proceeding.

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# SECTION 4: CONTACT INFORMATION

## EMERGENCY

|  |  |
| --- | --- |
| UTSA Police Department | 210-458-4911 |
| Poison Control | 1-800-222-1222 |

## LABORATORY SPECIFIC CONTACT INFORMATION

|  |  |  |
| --- | --- | --- |
| **NAME** | **TELEPHONE NUMBER** | **EMAIL** |
| [PI] | [ ] | [ ] |
| [PI ASSISTANT] | [ ] | [ ] |
| [ETC] | [ ] | [ ] |

## IMPORTANT

|  |  |  |
| --- | --- | --- |
| **LABORATORY SAFETY DIVISION** | | |
| Senior Director | 210-294-3342 | [labsafety@utsa.edu](mailto:labsafety@utsa.edu)  <https://research.utsa.edu/research-funding/safety-committees/> |
| Laser Safety | 210-347-5571 |
| Radiation Safety | 210-347-5571 |
| Chemical Safety | 210-415-5082  210-262-8316 |
| Biosafety | 210-294-3345  210-347-0814  210-347-8746  210-347-5571 |
| Physical Safety | 210-760-6003 |
| **HAZARDOUS MATERIALS MANAGEMENT** | | |
| Hazardous Materials Manager | o: 210-458-5808  c: 210-452-7253 | [www.utsa.edu/publicsafety/ehsrm/?section=waste](http://www.utsa.edu/publicsafety/ehsrm/?section=waste) |
| **Occupational Health** | | |
| Occupational Health Coordinator | o: 210-458-4038 | [www.utsa.edu/publicsafety/ehsrm/?section=waste](http://www.utsa.edu/publicsafety/ehsrm/?section=waste) |

## ADDITIONAL RESOURCES

|  |  |  |
| --- | --- | --- |
| Blackboard Support | 210-458-4520 | [utsa@edusupportcenter.com](mailto:utsa@edusupportcenter.com)  <https://utsa.edusupportcenter.com> |
| Compliance Hotline (Fraud, Waste & Abuse) | 210-458-5365 | <https://cm.maxient.com/reportingform.php?UTSanAntonioEE&layout_id=5> |
| Counseling & Mental Health | 210-458-4140 | <https://utsa.edu/counsel/> |
| Equal Opportunity Services | 210-458-4120 | [EOS.Office@utsa.edu](mailto:EOS.Office@utsa.edu)  <https://www.utsa.edu/eos/> |
| Ombudsman | 210-458-4040 | <https://www.utsa.edu/ombuds> |
| Student Health Services | 210-458-4142 | [studenthealthservices@utsa.edu](mailto:studenthealthservices@utsa.edu)  <https://www.utsa.edu/health/> |
| Tech Café | 210-458-5555 | [techcafe@utsa.edu](mailto:techcafe@utsa.edu)  <https://www.utsa.edu/techsolutions/techcafe/index.html> |

**EXAMPLE**

SECTION 2: CRANE PROCEDURES AND USAGE

**OVERVIEW OF TASK, EXPERIMENT OR PROCEDURE:**

The overhead crane is used for moving concrete structures for the testing of structural integrity. The following must be observed:

* + Only trained and certified individuals may operate the overhead crane
  + Only trained individuals may assist with crane work (assistant training will be provided as needed)
  + All personnel in lab must wear hard hats when crane is in use, even if not involved with crane operations
  + All personnel not involved with the lift must clear the lab area where crane work is being done
  + All personnel not involved with the crane work must remain aware of the crane at all times
  + Personnel not involved with the crane work must not enter the crane work area without explicit permission of the crane operator. Crane work will cease while non-involved personnel are in the crane work area.

**REQUIRED TRAINING:**

* Crane and Rigger Training – organized through Risk & Emergency Management
* UTSA Industrial Safety Training – taken online through BioRaft (yearly)
* Hand’s-on Training in the lab – trained by PI (yearly)
* Reading and comprehending the Manufacturer’s Operation Manual

All training when completed needs to be documented and kept with the PI or Lab Safety Rep.

**REQUIRED PPE:**

* Hard Hat
* Eye protection with side shields
* Work Gloves
* Safety-Toed Shoes

**HAZARDS and/or RISKS:**

* Falling debris
* Pinch Points
* Crushing Damage
* Dismemberment
* Death

**SPILL and/or EVACUATION PROCEDURES:**

* There is no spill risk
* Under total loss of control evacuate to the parking lot outside and call emergency services. See Contact Information page for phone numbers.