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 needs 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. There is an example at the end of this template of how to fill in section 2.

Section 3 Signature Page. Lab personnel must sign to acknowledge that they have been trained on the hazards and safe operation of equipment and processes.

Section 4 Contact Information Page. Fill in the lab contact personnel information and update as needed.

[LAB & LAB ROOM] STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS:

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 clean up 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 ALWAYS BE unobstructed and clutter free.
4. Egress routes & Aisles: A 36-inch unobstructed path through aisles and to the exit must be always maintained.
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 the 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 from quickly spreading 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 users 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.

DATE	ABC123	TRAINEE PRINTED NAME	SIGNATURE	TRAINER PRINTED NAME	TRAINER SIGNATURE

SECTION 4: CONTACT INFORMATION

EMERGENCY

UTSA Police Department	210-458-4911
Lab Safety Emergency Number (M-F 8am-5pm)	210-458-6230

LABORATORY SPECIFIC CONTACT INFORMATION

NAME	TELEPHONE NUMBER	EMAIL
[PI]	[ ]	[ ]
[PI ASSISTANT]	[ ]	[ ]
[ETC]	[ ]	[ ]

IMPORTANT

LABORATORY SAFETY DIVISION		
Director	210-458-8515	labsafety@utsa.edu Laboratory Safety Division
Laser Safety	210-458-8033	
Radiation Safety	210-458-8033	
Chemical Safety	210-458-6697 210-458-8033	
Biosafety	210-458-5807 210-458-6419 210-336-9509 210-347-5571	
Physical Safety	210-458-6507	
HAZARDOUS MATERIALS MANAGEMENT		
HMM Coordinator	o: 210-458-8015	Hazardous Materials Management
Occupational Health		
Occupational Health Coordinator	o: 210-458-4038	Occupational Health | People Excellence | UTSA | University of Texas at San Antonio

ADDITIONAL RESOURCES

Canvas Support 24/7	210-458-4520	Technical Support and Resources – UTSA Digital Learning | The University of Texas at San Antonio
Hotline: Report Ethics Concerns	210-458-5365	Hotline | Report Ethics Concerns | Institutional Compliance and Risk Services | UTSA | University of Texas at San Antonio
Wellbeing Services	210-458-4142 Wellness360@utsa.edu 210-458-4140 Crisis Helpline wellbeing@utsa.edu	https://www.utsa.edu/students/wellbeing/
Equal Opportunity Services	210-458-4120	EOS.Office@utsa.edu https://www.utsa.edu/eos/
Tech Café	210-458-5555	https://www.utsa.edu/techsolutions/techcafe/

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 your department supervisor
- UTSA Industrial Safety Training – taken online through SciShield
- Hands-on Training in the lab – trained by PI or laboratory competent person
- 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; or insert step by step spill response procedures
- Under total loss of control evacuate to the parking lot outside and call UTSA PD x4911. See Contact Information page for phone numbers.