



WILLIAM & MARY

ENVIRONMENTAL HEALTH & SAFETY



STANDARD OPERATING PROCEDURES

LAB SAFETY AWARENESS WEEK

STANDARD OPERATING PROCEDURES (SOPs) ARE AN INTEGRAL PART OF SAFE OPERATIONS IN A LABORATORY.

SOPs ARE AN ADMINISTRATIVE CONTROL THAT PROVIDES STEP BY STEP INSTRUCTIONS ON HOW AN INDIVIDUAL WOULD COMPLETE A HAZARDOUS TASK.

- SOPs are written for routine and repetitive activities to ensure they are performed safely and consistently.
- Principle Investigators and supervisors are responsible for overall content, administration, maintenance, and training on SOPs used in their area of oversight.

A Hazard Analysis section identifies potential hazards

- and outlines how to mitigate these hazards. The assessment of the hazards should be reviewed periodically and revised as needed.

The proper PPE (personal protective equipment) is dictated in the document. PPE must be detailed so

- there is no question what type of PPE must be used (ie not "gloves" but "nitrile gloves.")

SOPs should be revised with any changes to the task, like introducing new chemicals or adding steps to the process, or the usage of new equipment.



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