



UCSC Laboratory Safety Services  
Providing a little slug of information on

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# Standard Operating Procedures (SOPs)

## Standard Operating Procedures (SOPs):

Standard Operating Procedures are written safety guidelines for work with hazardous substances and equipment. A SOP demonstrates "pre-thinking" and consideration of specific hazards associated with an experiment.

SOPs may stand alone as an individual document or be incorporated into the documentation of a lab notebook. A SOP should include the following safety information:

- What hazardous materials will be used?
- What special equipment or precautions are required?
- What possible emergencies could arise (chemical spill, electrical shock, and fire) and what would be the response?
- How will hazardous wastes be disposed?
- Are there ways to reduce exposure by performing a smaller scale experiment, substitution of materials, engineering controls, or personal protective equipment?

***Remember to have lab personnel document training by signing off on each SOP they review. Place training records in your Injury and Illness Prevention Program (IIPP) binder.***