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| **Overview** |
| **Title** |  |
| **Author(s)** |  |
| **DLC/Research Group** |  |
| **Lab (Room Number)** |  |
| **Experimental Objective** |  |
| **Type of Hazard(s)** | **[ ]  Chemical [ ]  Biological [ ]  Radiation [ ]  Process/Equipment****[ ]  Other** *(explain):* |

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| **Preparation** |
| **Training required for researchers***Please check the EHS Training Requirements for researchers performing the procedure described in this document* |
| **Core EHS Training Requirements** |
| **[ ]  General Chemical Hygiene (100)****[ ]  Lab Specific Chemical Hygiene (110)****[ ]  Signature of Chemical Hygiene Plan (111)** | **[ ]  Bloodborne Pathogen Training (200)****[ ]  General Biosafety for Researchers (260)****[ ]  Managing Hazardous Waste (501)** |
| **DLC or Process Specific** |
| **[ ]  Laser Safety (371, 376)**  | **[ ]  Lab Laser Specific (375)**  |
| **[ ]  Radiation Safety (300, 302)**  | **[ ]  Other** *(please specify)* |
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| **Material List** *(please remove the rows that do not apply to this procedure)**(\*) Chemical hazards include but not limited to: Peroxide former, flammable, corrosive, sensitizer, carcinogen, teratogen/mutagen, biological toxin, pyrophoric, water-reactive, shock-sensitive, unstable, penetrates the skin. Check the SDS, section 2.* |
| **Type of Material** | **Name** | **Hazards** |
| **Chemicals (\*)** |  |  |
| **Biological Materials** |  |  |
| **Radioactive Materials** |  |  |
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| **Steps to prepare the work space and equipment:** *Please describe step by step what is necessary to prepare the space and the equipment. includes key steps such as making sure there is sufficient space to do the work, removing incompatibles from the area, and making sure fume hoods and other equipment is functional.* |
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| **Specific Needs** *(please remove the rows that do not apply to this procedure)* |
| **Glassware/Plastic Ware** |  |
| **Equipment** *(include special hazards for each piece of equipment)* |  |
| **Spill Kit Material** *(must have appropriate spill cleaning material before starting to work)* |  |
| **Working alone** *(does it need PI approval?)* |  |
| **Procedure***Enumerate and outline the steps to be followed in performing the procedure and the required precautions to avoid harm. The steps should be detailed and should include prohibited activities and cautionary statements where applicable (add/delete rows if necessary).* |
| **Steps** | **Hazards** | **Precautions** |
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| **Personal Protective Equipment (PPE)***Note: Standard PPE as listed in Part II of the Department Chemical Hygiene Plan should always be worn in the lab (or as required in the CHP). (\*) FR-CR: flame resistant-chemical resistant* |
| **Eye & Face Protection** |
| **[ ]  Goggles** | **[ ]  Safety Glasses** | **[ ]  Face Shield** | **[ ]  Other *(list)*** |
| **Protective Clothing** |
| ***Always wear clothing that fully covered your skin and sturdy, closed-toe shoes*** |
| **[ ]  Poly-cotton lab coat** | **[ ]  Flame resistant coat** | **[ ]  FR-CR coat (\*)** | **[ ]  Other *(list)*** |
| **Gloves** |
| **[ ]  Butyl** | **[ ]  Neoprene** | **[ ]  Latex** | **[ ]  Silver shield of 4H** |
| **[ ]  PVC** | **[ ]  Kevlar** | **[ ]  Nitrile – double glove** | **[ ]  Hybrid Gloves** |
| **[ ]  Other *(list)*** |  |
| **Special Equipment** |
| **[ ]  Respirator** *(if checked, contact EHS Office for additional assistance, unless already in the program)* |

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| **Special Precautions** |
| **[ ]  Medical Surveillance** *(list)* |  |
| **[ ]  Temperature/Pressure Sensitive** *(explain)* |  |
| **[ ]  Primary Containment** *(ex., BSC, fume hood, glove box)* |  |
| **[ ]  Placarding and Signage** *(ex., PHS signage, hazard labels)* |  |
| **[ ]  Storage** *(list the chemical storage conditions)* |  |
| **[ ]  Other** *(list)* |  |
| **Clean Up***List steps needed to do as part of the cleanup procedure.** *Clean work area – what needs to be done to clean the workspace and equipment in preparation for the next person*
* *If any materials will be stored following the procedure, document the appropriate storage locations and methods (ex. Type of storage cabinet, requirement for vented caps, etc.)*
* *Potential waste produced during the experiment and procedures for proper disposal.*
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| **Emergency Response***Outline emergency procedures based on the types of incidents that may occur. Examples include the following. Contact the EHS Coordinator if guidance is needed on the appropriate types of responses.* *Major and/or minor spill, Skin/eye/respiratory exposure, Sharps injury, Fire/explosion, Gas or cryogen release, Non-ionizing, radiation exposures (lasers, UV light, etc.), Loss of utilities (including proper shutdown procedures)* |
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| **Supporting Documents***Use this section to provide links to useful documents, such as previous publications related to the experiments, SDSs, equipment manuals, or safety information related to the work.* |
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| **Revisions***This document has been reviewed by (check all applicable)*  |
| **[ ]  PI** | **[ ]  CHO/EHS Coordinator** | **[ ]  EHS** |
| **Name and Signature:** |  |
| **Date:** |  |