<table>
<thead>
<tr>
<th>#1</th>
<th>CONTACT INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procedure Title</strong></td>
<td>Arranging waste materials for peptide synthesis</td>
</tr>
<tr>
<td><strong>Procedure Author</strong></td>
<td>Tirtha Raj Sibakoti</td>
</tr>
<tr>
<td><strong>Date of Creation/Revision</strong></td>
<td>10/25/2013</td>
</tr>
<tr>
<td><strong>Name of Responsible Person</strong></td>
<td>Tirtha Sibakoti, Dr. Elizabeth Gallard, Kalyan Panwar</td>
</tr>
<tr>
<td><strong>Location of Procedure</strong></td>
<td>Lab # 328</td>
</tr>
<tr>
<td><strong>Approval Signature</strong></td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

#2

THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:

- [ ] Specific laboratory procedure or experiment
- [ ] Generic laboratory procedure that covers several chemicals
- [✓] Generic use of specific chemical or class of chemicals with similar hazards

#3

PROCESS OR EXPERIMENT DESCRIPTION

- **Frequency:**
  - [ ] one time
  - [ ] daily
  - [✓] weekly
  - [ ] monthly
  - [ ] other: [ ]

- **Duration per Expt:** 30 minutes; or 3 hours

For assistance with this form contact NIU Environmental Health and Safety, 815-753-0404.
SAFETY LITERATURE REVIEW & HAZARD SUMMARY

Some chemicals may be hazardous, which we have to be aware of while working with them.

STORAGE REQUIREMENTS

Chemicals stored in a shelf under the hood, or they are stored in the Stockroom (FH 363).

STEP-BY-STEP OPERATING PROCEDURE

1. Make sure all chemicals needed are available.
2. Prepare each solution of required concentration.
3. Handle chemicals very carefully.
4. Perform the experiment and handle the waste carefully.

1. Don personal protective equipment.
   - Check appropriate street clothing (long pants, close-toed shoes)
   - Check gloves; indicate type: latex / latex-free
   - Check safety goggles, safety glasses, face shield (if needed)
   - Check lab coats
   - Check other.

2. Check the location and accessibility of the safety equipment that serves your lab:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Fume Hood/Glove Box or other Ventilation Control</td>
<td>Location: Lat 328</td>
</tr>
<tr>
<td>Eyewash/Safety Shower</td>
<td>Location: Lat 328</td>
</tr>
</tbody>
</table>

For assistance with this form contact NIU Environmental Health and Safety, 815-753-0404.
3. We don't have eye wash station in the organic lab (FT 329)

4.

   - Collect all waste in the appropriate waste container.
   - Let the stockroom know when container is full.

6. Clean up work area and lab equipment.
   - Daily, clean up any spills

7. Remove PPE and wash hands.
   - Regular basis after contact with chemicals

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#7 WASTE DISPOSAL

Dispose them according to the regulations

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#8 TRAINING REQUIREMENTS

General Training *(check all that apply)*:
- [ ] General Safety & Emergency Preparedness
- [x] Chemical Safety for Laboratories
- [ ] Radiation Safety
- [ ] Biosafety training
- [ ] Other: _______________________

Location Where Records Maintained: In the main lab (LT 528)

or Inventory is maintained elsewhere.
**Laboratory-specific training (check all that apply):**
- [ ] Review of SDS for other chemicals involved in process/experiment
- [x] Review of this SOP
- [ ] Other: _______________________

**Location Where Records Maintained:**

<table>
<thead>
<tr>
<th>#9</th>
<th>PRIOR APPROVALS</th>
</tr>
</thead>
</table>

Prior approvals are required by the following University Committees:

- Radiation Safety Committee: Radioactive material.
- Radiation Safety Committee: X-Ray machines
- Laser safety: Laser producing equipment Class 3b or above.
- IACUC: Animal use in research
  [http://www.orc.niu.edu/orc/animal_research/index.shtml](http://www.orc.niu.edu/orc/animal_research/index.shtml)
- IBC: Recombinant DNA, potential pathogens, human tissue/body fluids