#1 CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Writing a Standard Operating Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure Author</td>
<td>Tim Perkins</td>
</tr>
<tr>
<td>Date of Creation/Revision</td>
<td>13 February 2015</td>
</tr>
<tr>
<td>Name of Responsible Person</td>
<td>Chong Zheng</td>
</tr>
<tr>
<td>Location of Procedure</td>
<td>LaTourette 330, home or office if possible.</td>
</tr>
<tr>
<td>Approval Signature</td>
<td></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

A standard operating procedure (SOP) is a reference for the performance of a variety of tasks relevant to laboratory activities. An SOP should describe the process in sufficient detail to perform the specified activity with little to no guidance and make clear the potential hazards of the procedure.

<table>
<thead>
<tr>
<th>Frequency:</th>
<th>□ one time  □ daily  □ weekly  □ monthly  □ other: As needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration per Expt:</td>
<td>15 minutes; or _____ hours</td>
</tr>
</tbody>
</table>
**STORAGE REQUIREMENTS**

*Hard copies of standard operating procedure documents should be accessible in the lab at all times. SOP documents should be maintained and updated as needed, and obsolete documents should be disposed of. Additionally, SOP documents should be available online at [http://www.chembio.niu.edu/chembio/labsafety/documentation.shtml](http://www.chembio.niu.edu/chembio/labsafety/documentation.shtml) under the principal investigator Chong Zheng.*

**STEP-BY-STEP OPERATING PROCEDURE**

1. Fill out each section of the standard operating procedure template as appropriate.
2. Print a hard copy of the standard operating procedure to be stored in the laboratory. The documents are kept in a binder labeled “Standard Operating Procedures” containing a table of contents listing each document by title and page numbers. Ensure the standard operating procedure is properly paginated. Place in said binder, then update the table of contents.
3. Email a digital copy of the document to appropriate safety officer to be posted to [http://www.chembio.niu.edu/chembio/labsafety/documentation.shtml](http://www.chembio.niu.edu/chembio/labsafety/documentation.shtml)

**Steps to include in your procedure:**

1. Don personal protective equipment.
   - [ ] appropriate street clothing (long pants, close-toed shoes)
   - [ ] gloves; indicate type: ________________________________
   - [ ] safety goggles  [ ] safety glasses  [ ] face shield
   - [ ] lab coats
   - [ ] other: _______________________________

For assistance with this form contact NIU Environmental Health and Safety, 815-753-0404.
#7 WASTE DISPOSAL

Obsolete standard operating procedure documents can be recycled.

#8 TRAINING REQUIREMENTS

**General Training** *(check all that apply):*

- □ General Safety & Emergency Preparedness
- □ Chemical Safety for Laboratories
- □ Radiation Safety
- □ Biosafety training
- □ Other: ___________________________

Depending on the hazardous materials and processes you will be working with in this SOP, additional safety training may be required by NIU. *[PRECEDING GUIDANCE TEXT MAY BE DELETED]*

**Location Where Records Maintained:**

**Laboratory-specific training** *(check all that apply):*

- □ Review of SDS for other chemicals involved in process/experiment
- □ Review of this SOP
- □ Other: ___________________________

**Location Where Records Maintained:** Departmental website and La Tourette 330

#9 PRIOR APPROVALS

For assistance with this form contact NIU Environmental Health and Safety, 815-753-0404.