

Standard Operating Procedure:**Laboratory Information**

Department:	
Principal Investigator(s):	
Laboratory Manager/Supervisor (or designated laboratory-specific chemical hygiene officer):	
Laboratory emergency contact (name and phone):	
Laboratory phone:	
Designated area (s) of these procedures with chemical(s): (building and room):	
Agent storage location (building and room) and specifics regarding location/container/cabinets:	

Chemical Information

Chemical Name(s), including CAS No:	
GHS Classification and Hazard Statements (see SDS sheet provided by the chemical's manufacturer): Example: <i>Ethanol: H225: Highly Flammable liquid and vapor [Danger Flammable liquids]; H319: Causes serious eye irritation [Warning Serious eye damage/eye irritation]</i>	

Signs and symptoms of exposure or release	
Routes of exposure	
Required engineering controls: (i.e., chemical fume hood, biological safety cabinet, glove box, temperature control, humidity control, shielding, luer-lock syringe, in-line HEPA filter, etc.)	
Personal Protective Equipment (PPE) required for procedures:	
Known incompatibilities with chemical(s):	
Special storage and handling considerations:	
Please list the approximate amount(s) of chemical(s) utilized in all procedures	

Please describe, in a stepwise fashion, the work practices and procedures involved in the handling and utilization of this agent.

Please be clear and complete in the description of procedures (i.e., measuring, weighing, pouring, mixing, injection, mixing, transporting, administration to animals, heating, etc.).

Be sure to include any precautionary safety steps undertaken during these procedures.

Please submit additional pages, if necessary.

Waste collection and disposal procedures:	If a cryogen has been mixed with a liquid that would normally be disposed of as hazardous waste (such as alcohol, as in a cold trap), follow disposal procedures for that liquid upon warming to room temperature. Waste chemicals shall be collected in a secured area. The area shall be free from evidence of spills. A Hazardous Waste label shall be affixed to the collection container and components shall be listed on the label as they are introduced into the container. When the container is no more than 2/3 full, date the container and submit a pick-up request in the UK E-trax system: https://etrax.chematix.com/Chematix/
Spill procedure: Lab Specific Notes on Spill Response:	Spills of cryogenic liquid can cause depletion of oxygen in the area. For spills over 1 liter (or smaller amounts in very small rooms), leave the area immediately and contact UK Environmental Quality Management at (859) 323-6280.
Response procedures in the case of an incident or injury:	UK Employees: • After receiving first aid (refer to the chemical's SDS), report the occupational exposure to a hazardous chemical to UK Worker's Care at 1-800-440-6285. • If needed, an appointment will be made for the employee at UK UHS. • For severe emergency or injury, call 911 or proceed to the UK Chandler Hospital Emergency Department UK Students: • Call UHS at (859) 323-APPT to report an occupational exposure to a chemical hazard. • If needed, an appointment will be made for the employee at UK UHS. For severe emergency or injury, call 911 or proceed to the UK Chandler Hospital Emergency Department Additional Lab-Specific Emergency Procedures:

A copy of the manufacturer's SDS for this agent and the PI approved SOP shall be kept in the lab's Chemical Hygiene Plan (CHP). The CHP shall be stored in a location known to all laboratory personnel and is accessible during work hours.

Personnel Training

- Prior to conducting any work with (name of the chemical), designated personnel must be provided training specific to the hazard involved in working with the substance.
- The PI must provide his/her lab personnel with a copy of the SOP and a copy of the SDS provided by the manufacturer. Any further training materials must be documented and stored in the lab's Laboratory Safety Manual and available to internal UK or external oversight agency inspectors.
- The PI must ensure that his/her lab personnel have completed the initial and the consecutive annually required Chemical Hygiene trainings and Hazardous Waste training.

The undersigned have read and understood the content of this SOP and the SDS for:

[illegible]

SOP Reviewed and Approved by:

PI: (typed name)	
PI: (signature and date)	
Lab Manager/Supervisor (typed name)	
Lab Manager/Supervisor (signature and date)	