
	NEW JERSEY INSTITUTE OF TECHNOLOGY University Heights, Newark, New Jersey 07102
	Document Control No.:
	Document Title: Chemical Hygiene Plan 29 CFR 1910.1450

APPENDIX M: Generic SOP Library

- [STANARD OPERATING PROCEDURES – BLANK FORM](#)
- [ACIDS \(NONOXIDIZING\)](#)
- [ADVANCED FLAMMABLE & COMBUSTIBLE LIQUIDS](#)
- [BASES \(ALKALIS\)](#)
- [BASIC FLAMMABLE and COMUSTABLE LIQUIDS](#)
- [CARCINOGENS, REPRODUCTIVE TOXINS & ACUTE TOXINS](#)
- [CRYOGENS \(LIQUID NITROGEN, LIQUID HELIUM, DRY ICE\)](#)
- [GASES UNDER PRESSURE \(EXCLUDING TOXIC and HIGHLY TOXIC GASES\)](#)
- [IRRITANTS and SENSITIZERS](#)
- [METAL CARBONYLS](#)
- [ORGANIC PEROXIDES & SELF-REACTIVE CHEMICALS](#)
- [PARTICULARLY HAZARDOUS SUBSTANCES – BLANK FORM](#)
- [PEROXIDE-FORMING CHEMICALS](#)
- [POTENTIALLY EXPLOSIVE CHEMICALS](#)
- [PYROPHORIC ORGANOLITHIUM REAGENTS](#)
- [PYROPHORIC SOLIDS](#)
- [STRONG OXIDIZING AGENTS](#)

	NEW JERSEY INSTITUTE OF TECHNOLOGY University Heights, Newark, New Jersey 07102
	Document Control No.:
	Document Title: Chemical Hygiene Plan 29 CFR 1910.1450



Standard Operating Procedures (SOP) Template INSTRUCTIONS

This standard operating procedure describes the baseline requirements for handling a hazardous chemical or class of chemicals. To customize this SOP, complete the fields with lab-specific information, as applicable. In the field above "Standard Operating Procedure (SOP)", please put the chemical name if blank. **Completion of the last section ("Lab-Specific Information") is required.**

1. HAZARD OVERVIEW

Please select hazards representative of this material and the main routes of exposure. Please review the Safety Data Sheet (SDS) for the material and the [NJIT Chemical Hygiene Guide \(CHG\)](#) for more information.

General information about working with hazardous chemicals can be found for free in [Prudent Practices in the Laboratory](#), National Research Council, 2011.

2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Select the appropriate PPE required for use with this material. At minimum, complete protection of the eyes and skin is essential. See the PPE section of the New Jersey Institute of technology (NJIT) Chemical Hygiene Guide (CHG) and PPE Program for information on PPE determination. Please detail any additional PPE requirements and specify the type of PPE if necessary (*e.g. type of respirator – N95, type of glove -- Thermal, type of safety glasses – laser protection, etc.*).

3. ENGINEERING/VENTILATION CONTROLS

Select the appropriate engineering control required for use with this material. Hazardous substances should always be used in a fume hood, glove box, or in totally-sealed containers to prevent potential exposure. For more information, see the Control Methods section of the NJIT CHG. Please detail any additional information on use and/or maintenance requirements.

4. SPECIAL HANDLING PROCEDURES & STORAGE REQUIREMENTS

Please detail any additional information on handling and storage requirements. If no additional requirements, please write "None".

5. INCIDENTS and ACCIDENTS

See the Emergency Procedures section of CHG for detailed information on emergency procedures.

6. SPILL and DECONTAMINATION


Please detail any additional information on spill/decontamination procedures such as spill control, cleaning processes and frequency. If no additional requirements, please write "None".

7. WASTE DISPOSAL

As they deem necessary, the Faculty/PI should insert here any specific waste procedures or information for these substances. If no additional requirements, please write "None".

8. PRIOR APPROVALS

As they deem necessary, the Faculty/PI should insert here any prior approval or review needed, before an individual can do the operation.

	NEW JERSEY INSTITUTE OF TECHNOLOGY University Heights, Newark, New Jersey 07102
	Document Control No.:
	Document Title: Chemical Hygiene Plan 29 CFR 1910.1450

9. DESIGNATED USE AREA

As necessary, the Faculty/PI should insert here any information about whether a special use area is designated for this material/process, and post a completed Designated Work Area sign. Please contact EHS for signs. See Appendix Q of the NJIT CHG for an example of the sign.

10. LAB SPECIFIC INFORMATION

Add appropriate lab-specific information here describing how this material(s) is generally used (*e.g. name of associated protocol(s), typical work frequency, quantities used, temperature requirements and any additional safety measures, etc.*).