

**Example:**

**Standard Operating Procedure**

**Laboratory:** Cell Biology Effectors Response

**Location:** H.J. Patterson Hall, Room 4112

**SOP prepared by:** Dr. Ivana Mitosis

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<b>#1 PROCESS:</b>	Evaluation of the effects of ethylnitrosourea exposure on biological systems
<b>#2 HAZARDOUS CHEMICALS AND/OR CLASS OF HAZARDOUS CHEMICALS:</b>	Ethylnitrosourea, N-nitroso-N-ethylurea
<b>#3 PERSONAL PROTECTIVE EQUIPMENT:</b>	Nitrile gloves, lab coat, safety glasses, goggles or faceshield
<b>#4 ENGINEERING CONTROLS:</b>	Weigh chemicals in glove box on south lab bench. Solublize, inactivate, and neutralize in chemical fume hood. Add chemical to cell culture in exhausted biological safety cabinet in Room 4117
<b>#5 SPECIAL HANDLING PROCEDURES AND STORAGE REQUIREMENTS:</b>	Chemical vials are to be kept inside plastic container for spill prevention. Chemical vials/plastic containers will only be opened inside glove box. Store chemical reagents and prepared solutions in chemical refrigerator.
<b>#6 SPILL CONTAINMENT AND ACCIDENT PROCEDURES:</b>	Contain spill with spill pads from spill control kit. Inactivate nitrosoureas with saturated NaOH until pH reaches 12. Transfer waste materials to leak-tight plastic bags or open-top container for waste disposal. Use additional pads or paper towels to clean up excess liquid.
<b>#7 WASTE DISPOSAL:</b>	All wastes are to be placed in leakproof containers for pickup by Environmental Safety. The lab manager will coordinate all waste pickups.
<b>#8 SPECIAL PRECAUTIONS FOR ANIMAL USE:</b>	No animals are involved with this procedure.
<b>#9 REQUIRED APPROVALS:</b>	Lab personnel must be trained by the lab manager in proper use of the glove box and biological safety cabinet before using these pieces of equipment. Notify the lab manager of any chemical spills. Any deviation from this SOP must be approved by the lab manager.
<b>#10 DECONTAMINATION:</b>	All work surfaces will be rinsed with saturated NaOH at the conclusion of the process and at the end of the day.
<b>#11 DESIGNATED AREAS:</b>	The fumehood, glovebox, and exhausted biological safety cabinet in Room 4117 are the only locations where ethylnitrosoureas will be used.