Standard Operating Procedure

Laboratory SC 1110

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| **Department:** | Earth and Environmental Sciences |
| **Date SOP was written:** | 6/28/2016 |
| **Date SOP was approved by PI/lab supervisor:** | 6/28/2016 |
| **Principal Investigator:** | Daniel Morgan |
| **Internal Lab Safety Coordinator/Lab Manager:** | Richard Bradshaw |
| **Lab Phone:** | Located in SC 1110 (615) 322-2171 |
| **Office Phone:** | D. Morgan (615) 343-3154 (campus: 3-3154)R. Bradshaw (615) 343-0839 (campus: 3-0839) |
| **Emergency Contact:** | D. Morgan (615) 934-4146 (cell)R. Bradshaw (208) 260-2792 (cell) |
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| **Location(s) covered by this SOP:** | *SC 1110* |
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**Type of SOP:** ☒ Process ☐Hazardous Chemical ☐ Hazardous Class

**Personal Protective Equipment (PPE)**

**Eye/Hearing Protection:**

Required: Long pants, closed toed shoes, lab coat, and ANSI approved, tight-fitting safety glasses/goggles (personal eye glasses are okay)
Additional Personal Protective Equipment may be necessary depending on the procedure performed. Additional PPE includes: nitrile gloves, face shield, PVC apron, PVC sleeves

# **Other Protection:**

Pull long hair back and tuck into back of shirt or under lab coat.
Remove any loose jewelry.

# **Medical Emergency Dial (615) 322-2222 for Vanderbilt Police**

**Life Threatening Emergency, After Hours, Weekends and Holidays** – Dial **(615) 322-2222 for Vanderbilt Police** or go to the nearest emergency room. *Note: All serious injuries must be reported to Environmental Health and Safety (EH&S) within 8 hours.*

**Non-Life Threatening Emergency** – Go to the Occupational Health Facility (OHF). After hours go to the nearest emergency room. *Note: All serious injuries must be reported to EH&S within 8 hours.*

**Protocol/Procedure**

1. **BEFORE WORKING IN SC 1110, ALL USERS MUST:**
	1. **Complete VEHS chemical safety training either online (VandySafe) or in the classroom, and send the certificate of completion to the lab manager (A. Covey).**
	2. **Complete the safety checklist for lab orientation in SC 1110 (attached).**
	3. **Read and sign all relevant chemical and procedural SOPs.**

2) Enter SC 1110 using the keypad on the door. **NEVER LET ANYONE INTO SC 1110 WHO DOES NOT KNOW THE DOOR CODE AND/OR HAS NOT COMPLETED THIS SOP.**

3) Once in the entry way, step onto the sticky pad by the door in order to clean your street shoes. Then put on a lab coat and safety glasses (if not wearing eyeglasses).

4) Never bring food or drinks into the lab. Leave all backpacks, coats, and shoes neatly out of the way behind the lab door.

5) If you are planning to work with acids or other chemicals during your time in the lab, notify your PI or another student with lab access so that somebody is aware of what you will be doing. **NEVER WORK WITH ACIDS OR CHEMICALS WITHOUT NOTIFYING SOMEONE OF YOUR PLANNED ACTIVITY, THE TIME YOU WILL SPEND DOING THE PROCEDURE, AND WHEN YOU EXPECT TO FINISH.**

6) Upon leaving the lab, ensure that the lab is clean, all equipment is put away, and that any procedures in process are in a suitable state such that they can be left unattended. Remove any personal protective equipment and store them in the proper place(s). Please avoid stepping on the sticky pad upon exiting.

**NOTE:**

Any deviation from this SOP requires approval from the PI/Lab Manager.

 **Documentation of Training** (signature of all users is required)

* Prior to conducting any work in SC 1110, the PI or LM must provide training to his/her laboratory personnel specific to the hazards involved in working with this equipment, work area, and emergency procedures.
* The Principal Investigator must provide his/her laboratory personnel with a copy of this SOP.
* The Principal Investigator must ensure that their laboratory personnel have attended appropriate laboratory safety training and are current with any refresher training required.

**I have read and understand the content of this SOP, and have completed the accompanying safety checklist:**

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| **Name** | **Signature** | **Date** |
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