# Northern Arizona University

## Laboratory Standard Operating Procedure

*This is a template. Fill in all necessary blanks, and delete all highlighted areas when complete.*

**Principal Investigator (PI):** Enter PI's name here **Approval #:** Enter Approval # here

**PI Phone Number(s):**Enter PI's phone number here

**Laboratory Safety Coordinator (LSC):** Enter LSC's name here

**LSC Phone Number(s):**Enter LSC's phone number here

**Department:** Click here to enter text.

1. **Purpose**

This standard operating procedure (SOP) is intended to provide guidance on how to safely Describe the procedure or process this SOP will address in Enter PI's name ‘s laboratory. Laboratory personnel should review this SOP, as well as the appropriate Safety Data Sheet(s) (SDSs), before Describe the procedure or process this SOP will address. If you have questions concerning the requirements within this SOP, contact your Principal Investigator (PI) or Laboratory Safety Coordinator (LSC).

1. **Scope**

*[Describe when this SOP applies and to whom this SOP applies.]*

1. **Hazard Description**

*[Describe the hazards presented by the procedure or process this SOP addresses. What makes it hazardous? Provide an example, if applicable.]*

1. **Setup**

*[Describe how to safely set up the procedure or process.]*

1. **Personal Protective Equipment**

*[Describe the personal protective equipment needed to adequately protect laboratory workers when performing the process or procedure addressed by this SOP. Ensure to specify any personal protective equipment beyond the minimum (i.e. safety glasses, lab coat, gloves, long pants and closed-toed shoes).]*

1. **Process**

*[Describe the steps needed to complete this procedure or process in a safe manner. Use as much detail as is necessary to ensure all laboratory workers can complete the procedure or experiment safely.]*

1. **Cleanup**

*[Describe how to safely end the procedure or process, clean up the process, and dispose of any waste generated.]*

1. **Enter Additional Section Title**

*[Add as many sections as necessary to adequately describe how to safely perform the procedure or process addressed by this SOP.]*