**Standard Operating Procedure**

for work(*ing*) with *enter chemical name (with CAS#) or process.*

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| **PI:** | | | | | **Building(s):** |
| **PI Signature:** | | | | | **Room Number(s):** |
| **Date:** | | | | | **Designated Work Area:** |
| **OESO Approval?** | **Yes** |  | **No** |  | **OESO Signature:** |
| **Departmental Approval?** | **Yes** |  | **No** |  | **Departmental Signature:** |

1. **Hazard Identification**
   1. **Preparation and Use:**

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Note: If identified as a **process**, provide additional detailed procedural steps for the use of **each** hazardous chemical in **Section 5**, below.

* 1. **Potential Hazards and Risk:**

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1. **Hazard Control**
   1. **Selection and Purchasing:**

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* 1. **Engineering Controls:**

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* 1. **Administrative and Work Practice Controls:**

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* 1. **Personal Protective Equipment (PPE):**

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* 1. **Storage and Transportation:**

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1. **Emergencies, Spill Procedures, and Exposures/Unintended Contact**

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Notes: On the Durham campus, “large” spills of volatile or powdered hazardous materials and all mercury spills must be referred to the OESO spill response team by calling **911** from a campus phone or **919-684-2444** from any phone. Contact Employee Occupational Health and Wellness (EOHW) at 919-684-3136 for medical advice on occupational chemical exposures. For an actual chemical exposure, complete the work-related injury or illness report found at: <https://www.hr.duke.edu/forms/workcomp/>.

1. **Waste**

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1. **Details of Process**

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1. **Training**

All personnel are required to complete the online General Lab Safety session thru the OESO website. This session includes an introduction to general chemical safety. Furthermore, all personnel shall read and fully adhere to this SOP when handling the chemical.

**“I have read and understand this SOP. I agree to fully adhere to its requirements.”**

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| **Last** | **First** | **Duke ID** | **Signature** | **Date** |
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